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ABSTRACT

In 1995, the University of Minnesota-Twin Cities administered a survey of Minnesota institutions of higher education to collect information for the creation of this state-wide directory on library services that support off-campus academic programs. The purpose of the directory is to help libraries make well-informed referrals that connect off-campus students with appropriate sources or channels of library support. The directory also includes brief information on each institution's off-campus academic programs. For each college or university, institutional information and information on library services to off-campus users are provided. For institutions that provide library services to off-campus users, additional information is included on reference and information services; collection access and document delivery; information access; and administration. A summary of survey findings which focuses on off-campus enrollments, library services, and administration is also provided. Appendices include: institutions not offering off-campus courses; institutions not participating in the survey; number of off-campus courses offered by institution; institutions enrolling over 500 off-campus students annually; a map of Minnesota post-secondary institutions and libraries; vision statements for extended campus library services; and the survey questionnaire. (AEF)

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Minnesota Off-Campus Library Services Directory

1995-96

compiled by

John T. Butler
University Libraries
University of Minnesota--Twin Cities

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INTRODUCTION

Perhaps no trend in higher education presents greater challenge to libraries everywhere than "off-campus" academic programs, also referred to as distance education. These programs primarily involve colleges and universities delivering courses to students at locations remote from their campuses. As a result of these efforts, libraries, and in particular public libraries, are confronted with new and extraordinary demands for their services by off-campus students. The libraries affected tend to be as distributed geographically as are the students themselves. Making this situation particularly difficult to manage are students' expectations that "the library" will fulfill their needs regardless of which library they select to use, what resources that library might have, or where it might be. Exacerbating the scenario is the generally low level of responsibility taken by the academic institutions offering off-campus courses and programs to meet the library-related needs of their own students.

In studying the impact of off-campus course delivery on libraries, the MINITEX Extended Campus Library Services Task Force has observed the following pattern occurring throughout the region:

> There is an increased tendency of students to use the "most convenient" library regardless of whether:
>
> 1) it is the library designated for their course/program/site,
>
> 2) library staff have been informed that such students seek their services,
>
> 3) it has agreed to provide services for the course or program, or
>
> 4) it is *able* to provide the needed service, in terms of having the requisite resources, staffing, and subject reference expertise.

While the current situation is problematic, there is optimism. The Task Force recognizes that Minnesota, through a variety of efforts, *is* working toward a "virtual electronic library" that students and faculty may access conveniently from most locations using electronic networks and databases. Such access should help mitigate the extraordinary pressures and demands now experienced by libraries serving off-campus students. However, the Task Force concluded that, until such a system exists, measures must be taken to ensure that institutions offering off-campus courses meet their obligations to provide access to the information resources and services their students need. For these reasons, the Task Force developed a vision of library and information service for extended campus programs with related principles and operational guidelines (see APPENDIX F). The Task Force has also supported efforts that lead to a better understanding and management of the rising demands currently placed on libraries by off-campus students. The development and publication of the *Minnesota Off-Campus Library Services Directory* is one such project.

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DESCRIPTION AND PURPOSE OF THE DIRECTORY

The *Minnesota Off-Campus Library Services Directory* profiles the library services available for off-campus students enrolled in Minnesota colleges and universities. The directory also includes brief information on each institution's off-campus academic programs. In some cases, the directory will reflect an institution's off-campus course program in the absence of any available library services for the participating students and faculty.

The purpose of the directory is to help impacted libraries make well-informed referrals that connect off-campus students with appropriate sources or channels of library support. The directory also intends to serve as a baseline measurement of library support for off-campus learners in the state of Minnesota. It may also provide a means to identify opportunities for inter-institutional cooperation in the delivery of library services to off-campus students and faculty.

ELECTRONIC VERSION OF THE DIRECTORY

An electronic version of the *Minnesota Off-Campus Library Services Directory* can be accessed from the MINITEX Home Page on the World Wide Web.

DESCRIPTION OF THE SURVEY

Overview

In the first half of 1995, the University of Minnesota-Twin Cities Libraries administered *Library Services to Off-Campus Students: A Survey of Minnesota Institutions of Higher Education*. The primary purpose of the survey was to collect information for the creation and publication of a state-wide directory of currently available library services that support off-campus academic programs. The survey was conducted by mail and used a self-reporting questionnaire. The project was supported with financial assistance from the Bush Foundation, the MINITEX Library Information Network, and the University of Minnesota Libraries -- Twin Cities.

Questionnaires were sent to the directors or administrators of library services in most Minnesota institutions of higher education.

Mailing and data collection were conducted from January 30 to May 15, 1995. Surveys were sent to a total of 78 institutions, and completed and returned by a total of 70 institutions, for a response rate of 89.7%.

Questionnaire Design

The survey questionnaire was adapted from the instrument used to support the compilation of the national *Off-Campus Library Services Directory*, published by Central

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Michigan University.[1] Adaptations of the questionnaire involved accommodating local circumstances, re-sequencing questions, and the addition of a major section of questions asking respondents to report information on their institutions off-campus academic programs.

The questionnaire was reviewed by the Extended Campus Library Services Task Force and revised accordingly.

A copy of the questionnaire can be found in APPENDIX G in this directory.

Sampling Design

Questionnaires were sent to the all directors or administrators of library services in Minnesota institutions of higher education as identified by the MINITEX Library Information Network.

Mailing and Data Collection

Mailing and data collection for the survey were conducted from January 30 to May 15, 1995. The first mailing was sent to all on January 30, 1995, and included the following: (1) a cover letter from John Butler, University of Minnesota--Twin Cities Libraries, and Bill DeJohn, Director of MINITEX, inviting the institution to participate in the survey; (2) a survey questionnaire; and (3) a self-addressed, stamped return envelope. To encourage all institutions to respond, regardless of their extent of their involvement in off-campus academic programming or library services to support those efforts, the following statement was made in the initial and all subsequent mailings:

> *Your response is important even if your institution is not currently participating in the offering of off-campus courses or if your library has not developed specific programs to serve off-campus students.*

The second mailing consisted of a reminder letter, which was sent two weeks after the initial mailing to all potential respondents. The letter thanked individuals if they had already filled out the questionnaire, and asked them to take time to complete the survey if they had not already done so.

Three weeks after the reminder letter, a third mailing was sent to all individuals who had not yet returned their survey. This mailing was identical procedurally to the first mailing and included a copy of the questionnaire, a reminder cover letter, and a self-addressed, stamped return envelope.

Near the completion of the survey period, Bill DeJohn sent a final written appeal to the eleven institutions who had not yet responded.

Mailings were conducted by MINITEX administrative support staff.

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1 *Off-Campus Library Services Directory*, 2nd ed., compiled and edited by Carol J. Jacob. Mount Pleasant, Mich. : Off-Campus Library Services, Central Michigan University, 1993.

Survey Returns and Response Rates

Surveys were sent to a total of 78 institutions, and completed and returned by a total of 70 institutions, for a response rate of 89.7%. Of the 70 respondents, 23 (32.9%) indicated that their institutions did *not* provide off-campus courses. These institutions are listed in APPENDIX A, and are not represented in the main body of the directory. Institutions that did not respond to the survey (8) are listed in APPENDIX B.

Data Entry, and Quality Control

Completed questionnaires were reviewed for ambiguous responses and inconsistencies, and edited prior to data entry. Incomplete or missing responses to specific questions are indicated as "N/A" (not available) in the directory. Data was then entered into a customized database structure using FileMaker Pro database management software. Institutional reports were generated and proofread against the completed questionnaires for data entry errors. Corrections to the database were made, and final reports generated.

SUMMARY OF SURVEY FINDINGS

Off-Campus Enrollments

- Of the 70 institutions that responded to the survey, 47 (or 67.1%) offer some form of off-campus instruction.
- Of those that offer off-campus instruction, 58.1% offer 25 or fewer off-campus courses annually, and 21.2% offer over 100 off-campus courses annually. (A more detailed breakdown of this measure is presented in APPENDIX C).
- Nine institutions (19.1%) offering bachelor's degrees or higher enroll over 500 off-campus students annually, and 10 institutions (21.3%) at the associate degree level enroll over 500 annually.

Library Services

- Of the 47 institutions that offer off-campus instruction, 29 (61.7%) provide some level of library services to participating students and faculty.
- Of the 29 that consider themselves as providers of library services to off-campus students:
  - -- 96.3% offer reference services (n=27);
  - -- 89.3% offer interlibrary loan services (n=28);
  - -- 58.6% offer library instruction, which could include everything from face-to-face formats to the distribution of printed materials (n=29);
  - -- 65.5% offer remote access to their online catalog (n=29);
  - -- 58.6% offer remote access to bibliographic (literature) databases (n=29);
  - -- 37.0% offer remote access to full-text databases (n=27);
  - -- 84.2% offer computer-related technical assistance, either through the library or another agency of the institution (n=19).

Administration

- Of the 29 that consider themselves as providers of library services to off-campus students:
  - -- 100% use the same staff to serve both off-campus and on-campus students (n=27);
  - -- 88% fund services *without* a separate budget for off-campus library services, 5% fund services *with* a separate budget for off-campus library services, and 6.9% receive funding from an academic program budget, (n=26);
  - -- only 14.8% have a formal policy regarding services to off-campus students, with three institutions noting that a policy statement was "in development" (n=27).

ACKNOWLEDGMENTS

This project benefited from the support of many. Financial support was received from the Bush Foundation as part of its generous *Library Support for Distance Education: Planning and Needs Assessment* grant given to the University of Minnesota--Twin Cities Libraries. Gratitude is due to the MINITEX Library Information Network -- especially to Bill DeJohn, Anita Branin, and Elly Gustafson-Held -- for both financial and staffing support. Thanks also to Karen Alstrup and Jim Stemper at the University of Minnesota's Science and Engineering Library who contributed to the creation of the database and to the preparation of the electronic version of the directory.

The MINITEX Extended Campus Library Services Task Force deserves recognition for their very hard work on the Vision Statement and for their review of the questionnaire prior to survey administration. The members of the Task Force are John Berling, St. Cloud State University; John Bowden, Southwest State University; John Butler and Tom Shaughnessy, University of Minnesota Libraries, Twin Cities; John Christenson, Traverse des Sioux Library System; Marilyn Frost, St. Mary's College Minneapolis Center; Al Dollerschell, Rochester Community College; Gerrit Groen, MN State Colleges and Universities; Jean Haley, University of St. Thomas; Bill Leto, Hennepin Technical College; Melanie Payne, Mankato State University; Jon Quistgaard, Bemidji State University; Pam Reierson, Chair, Normandale Community College; Kathryn Rynders, Red Wing Public Library; Perry Werner, Northwest Technical College--Moorhead; and Owen Williams, University of Minnesota--Crookston.

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Library Services of Institutions Offering Off-Campus Courses

ALEXANDRIA TECHNICAL COLLEGE

Institutional Information

Off-Campus Courses Offered:	Yes
Number of Off-Campus Courses:	1 -25
Number of Off-Campus Students:	101 - 250
Number of Faculty for Off-Campus Courses:	1 - 25
Number of Adjunct Faculty:	1 - 25
Institution's Total Annual Student Enrollment :	1,800
Degree(s) Granted Through Off-Campus:	Associate Non-Degree Credit Courses Certificate
Off-Campus Instruction Delivery Formats:	Interactive Television (ITV)

Library Services to Off-Campus Users

Off-Campus Library Services Offered:	No
Questionnaire Completed by:	Shirley Schultz

ANOKA HENNEPIN TECHNICAL COLLEGE

Institutional Information

Off-Campus Courses Offered:	Yes
Number of Off-Campus Courses:	1 - 25
Number of Off-Campus Students:	101 - 250
Number of Faculty for Off-Campus Courses:	1 - 25
Number of Adjunct Faculty:	N/A
Institution's Total Annual Student Enrollment :	3,953
Degree(s) Granted Through Off-Campus:	Associate Non-Degree Credit Courses Certificate Continuous Credit Courses
Off-Campus Instruction Delivery Formats:	Face-to-Face in Off-Campus Classroom

Library Services to Off-Campus Users

Off-Campus Library Services Offered:	Yes
Library Providing Off-Campus Services:	Anoka Hennepin Technical College Media Center 1355 West Highway 10 Anoka, MN 55303 Contact: Deborah Brude 427-1880, 323-0447 dbrude@ank.tec.mn.us (Sept. - May) brudedeb@maroon.tc.umn.edu (all year)
Library Services Offered at Branch Campuses or Remote Sites:	Yes
Remote Site Name and Location:	Horticulture Campus, Anoka; Aviation Campus, Coon Rapids
Off-Campus Library Users Served:	Off-Campus Students Adjunct or Off-Campus Faculty Teaching Off-Campus Courses

Reference and Information Services

Reference Assistance Offered:	No
Referrals to Local Library Materials:	No
Librarian performed online or CD-ROM searches:	No
Online Searches Contracted to Local Libraries:	No
Interlibrary Loan:	No

Other Library Services:	Order and route periodicals for Dept. use (faculty and students. Order audiovisual material for dept. use (faculty). Support audiovisual equipment (faculty).
Library User Instruction Offered:	Yes
Library Instruction Delivery Formats:	Printed Guides, Bibliographies, Pathfinders Point-of-Use Aids Hands-on and demonstrations of computer catalog and CD-ROM databases

Collection Access and Document Delivery

Circulation Services Offered:	N/A
Methods of Delivering Library Materials:	N/A
Materials Telefaxed:	N/A
Materials Transmitted Electronically:	N/A
How Patrons May Request Library Materials:	N/A
Other Methods of Providing Library Materials:	N/A

Information Access

Remote Access to Online Catalog: Password Required?	Yes No
Remote Access to Bibliographic Databases: Password Required ?	Yes No
Remote Access to Full-Text Databases: Password Required?	Yes No
Computer-Related Technical Help Offered: Delivered by:	Yes Via computer at the remote site and computer on the main campus
Other Resources Provided to Off-Campus Students:	N/A

Administration

Same Library Staff for both On- and Off-Campus Services:	N/A
FTE Staff with Library Degrees for Off-Campus Services:	N/A
FTE Support Staff for Off-Campus Services:	N/A
Hours per week of Student Help for Off-Campus Services:	N/A
Funding Model for Off-Campus Library Services:	N/A
Formal Policy on Providing Off-Campus Library Services:	No
Questionnaire Completed by:	Deborah Brude

AUGSBURG COLLEGE

Institutional Information

Off-Campus Courses Offered:	Yes
Number of Off-Campus Courses:	1 - 25
Number of Off-Campus Students:	101 - 250
Number of Faculty for Off-Campus Courses:	1 - 25
Number of Adjunct Faculty:	1 - 25
Institution's Total Annual Student Enrollment :	N/A
Degree(s) Granted Through Off-Campus:	Non-Degree Credit Courses
Off-Campus Instruction Delivery Formats:	Face-to-Face in Off-Campus Classroom

Library Services to Off-Campus Users

Off-Campus Library Services Offered:	No
Questionnaire Completed by:	Elaine Cline

AUSTIN COMMUNITY COLLEGE

Institutional Information

Off-Campus Courses Offered:	Yes
Number of Off-Campus Courses:	51 - 100
Number of Off-Campus Students:	1001 - 2000
Number of Faculty for Off-Campus Courses:	51 - 100
Number of Adjunct Faculty:	26 - 50
Institution's Total Annual Student Enrollment :	3,400
Degree(s) Granted Through Off-Campus:	Associate
Off-Campus Instruction Delivery Formats:	Interactive Television (ITV) Face-to-Face in Off-Campus Classroom

Library Services to Off-Campus Users

Off-Campus Library Services Offered:	No
Questionnaire Completed by:	Cynthia Rae Gandrud

BEMIDJI STATE UNIVERSITY

Institutional Information

Off-Campus Courses Offered:	Yes
Number of Off-Campus Courses:	151 - 250
Number of Off-Campus Students:	501 - 1000
Number of Faculty for Off-Campus Courses:	26 - 50
Number of Adjunct Faculty:	1 - 25
Institution's Total Annual Student Enrollment :	4,900
Degree(s) Granted Through Off-Campus:	Bachelor's Master's
Off-Campus Instruction Delivery Formats:	Interactive Television (ITV) Video or Audio Cassettes Independent Study/Correspondence Through Branch Campuses Face-to-Face in Off-Campus Classroom

Library Services to Off-Campus Users

Off-Campus Library Services Offered:	Yes
Libraries Providing Off-Campus Services:	Hibbing Community College Library 1515 E 25th Street Hibbing, MN 55146 Contact: Jan Carey, Librarian (218) 262-6747 Mesabi Community College Library 1001 Chestnut Street West Virginia, MN 55799 Contact: Jay Carlsgaard, Librarian (218) 749-7764 Itasca Community College Library, 1851 E Hwy 169 Grand Rapids, MN 55744 Contact: Michael McGinnis, Librarian (218) 327-4472
Library Services Offered at Branch Campuses or Remote Sites:	No
Off-Campus Library Users Served:	Off-Campus Students On-Campus Faculty Teaching Off-Campus Courses Adjunct or Off-Campus Faculty Teaching Off-Campus Courses Administrators for Off-Campus Programs

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Reference and Information Services

Reference Assistance Offered: Delivered by:	Yes Telephone
Referrals to Local Library Materials:	No
Librarian performed online or CD-ROM searches:	No
Online Searches Contracted to Local Libraries:	No
Interlibrary Loan:	No
Methods for Requesting Reference Services:	Through Online Catalog Telephone (user incurs costs) E-Mail/Internet to Main Campus
Library User Instruction Offered:	No

Collection Access and Document Delivery

Circulation Services Offered:	N/A
Methods of Delivering Library Materials:	N/A
Materials Telefaxed:	N/A
Materials Transmitted Electronically:	N/A
How Patrons May Request Library Materials:	N/A

Information Access

Remote Access to Online Catalog: Accessible via: Password Required?	Yes Internet No
Remote Access to Bibliographic Databases: Accessible via: Password Required ?	Yes Internet Yes
Remote Access to Full-Text Databases: Accessible via: Password Required?	Yes Internet Yes
Computer-Related Technical Help Offered: Delivered by:	Yes Telephone
Other Resources Provided to Off-Campus Students:	Online Catalog at Remote Site

Administration

Same Library Staff for both On- and Off-Campus Services:	Yes
FTE Staff with Library Degrees for Off-Campus Services:	N/A
FTE Support Staff for Off-Campus Services:	N/A
Hours per week of Student Help for Off-Campus Services:	N/A
Funding Model for Off-Campus Library Services:	N/A

Formal Policy on Providing Off-Campus Library Services:	No
Questionnaire Completed by:	Stu Rosselit (and others)

BRAINERD COMMUNITY COLLEGE

Institutional Information

Off-Campus Courses Offered:	Yes
Number of Off-Campus Courses:	251 - 400
Number of Off-Campus Students:	over 4000
Number of Faculty for Off-Campus Courses:	51 - 100
Number of Adjunct Faculty:	51 - 100
Institution's Total Annual Student Enrollment :	N/A
Degree(s) Granted Through Off-Campus:	Associate
Off-Campus Instruction Delivery Formats:	Interactive Television (ITV) Face-to-Face in Off-Campus Classroom

Library Services to Off-Campus Users

Off-Campus Library Services Offered:	No
Comments on Off-Campus Library Services:	Would like to provide off-campus library services to students receiving off-campus instruction.
Questionnaire Completed by:	Larry M. Kellerman

College of St. Benedict

Institutional Information

Off-Campus Courses Offered:	Yes
Number of Off-Campus Courses:	1 - 25
Number of Off-Campus Students:	1 - 100
Number of Faculty for Off-Campus Courses:	1 - 25
Number of Adjunct Faculty:	1 - 25
Institution's Total Annual Student Enrollment :	N/A
Degree(s) Granted Through Off-Campus:	Bachelor's
Off-Campus Instruction Delivery Formats:	Face-to-Face in Off-Campus Classroom

Library Services to Off-Campus Users

Off-Campus Library Services Offered:	No
Questionnaire Completed by:	N/A

COLLEGE OF ST. CATHERINE

Institutional Information

Off-Campus Courses Offered:	Yes
Number of Off-Campus Courses:	1 - 25
Number of Off-Campus Students:	1 - 100
Number of Faculty for Off-Campus Courses:	1 - 25
Number of Adjunct Faculty:	N/A
Institution's Total Annual Student Enrollment :	3,500
Degree(s) Granted Through Off-Campus:	Bachelor's
Off-Campus Instruction Delivery Formats:	Video or Audio Cassettes Computer Software or Courseware Computer Network/Internet

Library Services to Off-Campus Users

Off-Campus Library Services Offered:	Yes
Library Providing Off-Campus Services:	The College of St. Catherine Library 2004 Randolph Avenue St. Paul, MN 55105 Contact: James Newsome (612) 690-6202 612/690-8636 jmnewsome@alex.stkate.edu
Library Services Offered at Branch Campuses or Remote Sites:	No
Off-Campus Library Users Served:	Off-Campus Students

Reference and Information Services

Reference Assistance Offered: Delivered by:	Yes Telephone, Telefax, E-Mail/Internet
Referrals to Local Library Materials:	No
Librarian performed online or CD-ROM searches: Delivered by:	Yes Telephone, Telefax
Online Searches Contracted to Local Libraries:	No
Interlibrary Loan: Delivered by:	Yes Telefax
Methods for Requesting Reference Services:	Telephone (user incurs costs) Telefax to Main Campus E-Mail/Internet to Main Campus Surface Mail to Main Campus
Library User Instruction Offered:	Yes
Library Instruction Delivery Formats:	Lecture/Classroom Printed Guides, Bibliographies, Pathfinders Electronic Guides, Bibliog., Pathfinders

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Collection Access and Document Delivery

Circulation Services Offered:	Check-out Renewal Holds Access to Personal Circulation Records
Methods of Delivering Library Materials:	Library Rate Mail Telefax
Materials Telefaxed:	Database Searches Copies of Articles Miscellaneous Information from Internet Answers to reference queries, factual info, statistics, etc.
Materials Transmitted Electronically:	Miscellaneous Information from Internet Answers to reference queries, factual info, statistics, etc.
How Patrons May Request Library Materials:	Through Online Catalog Accessed Remotely Telephone to Campus (user incurs costs) Telefax to Campus Library Through E-Mail or Internet to Library Surface Mail to Campus Library

Information Access

Remote Access to Online Catalog: Accessible via: Password Required?	Yes Internet No
Remote Access to Bibliographic Databases: Accessible via: Password Required ?	Yes Internet Yes
Remote Access to Full-Text Databases: Accessible via: Password Required?	Yes Internet Yes
Computer-Related Technical Help Offered: Delivered by:	Yes Telephone Written Documentation Walk-in Consultation

Administration

Same Library Staff for both On- and Off-Campus Services:	Yes
FTE Staff with Library Degrees for Off-Campus Services:	1
FTE Support Staff for Off-Campus Services:	0
Hours per week of Student Help for Off-Campus Services:	0
Funding Model for Off-Campus Library Services:	Library Budget *Without* Separate Funding for Off-Campus Services
Formal Policy on Providing Off-Campus Library Services:	Yes

Comments on Off-Campus Library Services:	[Library service to students receiving instruction in off-campus locations] is only half of the problem. What about the student who commutes to Twin Cities programs from International Falls (and we have one) and other out-state locations. They are the other side of distance education picture.
Questionnaire Completed by:	James M. Newsome

COLLEGE OF ST. SCHOLASTICA

Institutional Information

Off-Campus Courses Offered:	Yes
Number of Off-Campus Courses:	1 - 25
Number of Off-Campus Students:	101 - 250
Number of Faculty for Off-Campus Courses:	1 - 25
Number of Adjunct Faculty:	1 - 25
Institution's Total Annual Student Enrollment :	1,838
Degree(s) Granted Through Off-Campus:	Bachelor's Master's Non-Degree Credit Courses Certificate
Off-Campus Instruction Delivery Formats:	Interactive Television (ITV) Video or Audio Cassettes Computer Software or Courseware Independent Study/Correspondence Face-to-Face in Off-Campus Classroom

Library Services to Off-Campus Users

Off-Campus Library Services Offered:	Yes
Library Providing Off-Campus Services:	College of St. Scholastica Library 1200 Kenwood Avenue Duluth, MN 55811 Contact: Berk Larson, Library Director (218) 723-6143 (218) 723-5948 blarson3@cssl.css.edu
Library Services Offered at Branch Campuses or Remote Sites:	Yes
Remote Site Name and Location:	Brainerd Community College, Brainerd; Itasca Community College, Grand Rapids; Hibbing Community College, Hibbing
Off-Campus Library Users Served:	Off-Campus Students On-Campus Faculty Teaching Off-Campus Courses Adjunct or Off-Campus Faculty Teaching Off-Campus Courses Administrators for Off-Campus Programs

Reference and Information Services

Reference Assistance Offered: Delivered by:	Yes Telephone Telefax

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Referrals to Local Library Materials: Delivered by:	Yes Telephone
Librarian performed online or CD-ROM searches: Delivered by:	Yes Telephone Telefax Fee Charged for Service
Online Searches Contracted to Local Libraries:	No
Interlibrary Loan: Delivered by:	Yes Telephone Telefax
Methods for Requesting Reference Services:	Through Online Catalog Toll-Free Number to Main Campus Telefax to Main Campus E-Mail/Internet to Main Campus Surface Mail to Main Campus Walk-in to Remote Service Site
Library User Instruction Offered:	Yes
Library Instruction Delivery Formats:	Lecture/Classroom Printed Guides, Bibliographies, Pathfinders Electronic Guides, Bibliog., Pathfinders Individualized Tutoring

Collection Access and Document Delivery

Circulation Services Offered:	Check-out Renewal Holds Access to Personal Circulation Records
Methods of Delivering Library Materials:	1st Class Mail Library Rate Mail UPS or similar service (FedEx) Telefax Faculty Carries Materials to Remote Site MINITEX
Materials Telefaxed:	Database Searches Copies of Articles
Materials Transmitted Electronically:	N/A
How Patrons May Request Library Materials:	Using Toll-Free Number to Campus Library Telephone to Campus (user incurs costs) Telefax to Campus Library Through E-Mail or Internet to Library Surface Mail to Campus Library Walk-in to Remote Site and Order Through a Local or Public Library MINITEX
Other Methods of Providing Library Materials:	Contractual Arrangement with Local Library

Information Access

Remote Access to Online Catalog: Accessible via: Password Required?	Yes Internet Yes

Remote Access to Bibliographic Databases: Accessible via: Password Required ?	Yes Internet Yes
Remote Access to Full-Text Databases: Accessible via: Password Required?	Yes Internet Yes
Computer-Related Technical Help Offered: Delivered by:	Yes Walk-in Consultation
Other Resources Provided to Off-Campus Students:	Online Catalog at Remote Site

Administration

Same Library Staff for both On- and Off-Campus Services:	Yes
FTE Staff with Library Degrees for Off-Campus Services:	3
FTE Support Staff for Off-Campus Services:	1
Hours per week of Student Help for Off-Campus Services:	0
Funding Model for Off-Campus Library Services:	Library Budget *Without* Separate Funding for Off-Campus Services
Formal Policy on Providing Off-Campus Library Services:	Yes
Questionnaire Completed by:	Berk Larson

CONCORDIA COLLEGE--ST. PAUL

Institutional Information

Off-Campus Courses Offered:	Yes
Number of Off-Campus Courses:	1 - 25
Number of Off-Campus Students:	251 - 500
Number of Faculty for Off-Campus Courses:	26 - 50
Number of Adjunct Faculty:	26 - 50
Institution's Total Annual Student Enrollment :	1,200
Degree(s) Granted Through Off-Campus:	Bachelor's Non-Degree Credit Courses Certificate
Off-Campus Instruction Delivery Formats:	Video or Audio Cassettes Computer Software or Courseware Face-to-Face in Off-Campus Classroom Audio Conferencing

Library Services to Off-Campus Users

Off-Campus Library Services Offered:	Yes
Library Providing Off-Campus Services:	Buenger Memorial Library Concordia College 275 North Syndicate St. Paul, MN 55104 Contact: Charlotte Knoche, Reference Librarian (612) 641-8244 (612) 659-0207 knoche@luther.csp.edu
Library Services Offered at Branch Campuses or Remote Sites:	Yes
Remote Site Name and Location:	Rochester Public Library, Rochester St. Cloud Technical College, St. Cloud Duluth MN Bemidji MN
Off-Campus Library Users Served:	Off-Campus Students On-Campus Faculty Teaching Off-Campus Courses Adjunct or Off-Campus Faculty Teaching Off-Campus Courses

Reference and Information Services

Reference Assistance Offered: Delivered by:	Yes Telephone Telefax E-Mail/Internet

Referrals to Local Library Materials: Delivered by:	Yes N/A
Librarian performed online or CD-ROM searches: Delivered by:	Yes N/A
Online Searches Contracted to Local Libraries:	N/A
Interlibrary Loan: Delivered by:	Yes N/A
Other Library Services:	Delivery is also facilitated by mail and courier (usually faculty member associated with class).
Methods for Requesting Reference Services:	Through Online Catalog Toll-Free Number to Main Campus Telephone (user incurs costs) Telefax to Main Campus E-Mail/Internet to Main Campus Surface Mail to Main Campus
Library User Instruction Offered:	Yes
Library Instruction Delivery Formats:	Lecture/Classroom Printed Guides, Bibliographies, Pathfinders Point-of-Use Aids Individualized Tutoring

Collection Access and Document Delivery

Circulation Services Offered:	Check-out Renewal Holds Access to Personal Circulation Records
Methods of Delivering Library Materials:	1st Class Mail UPS or similar service (FedEx) Telefax E-Mail, FTP, or other Electronic Transmission Institutional Courier to Patron Faculty Carries Materials to Remote Site
Materials Telefaxed:	Database Searches Copies of Articles
Materials Transmitted Electronically:	Institutional information
How Patrons May Request Library Materials:	Through Online Catalog Accessed Remotely Using Toll-Free Number to Campus Library Telephone to Campus (user incurs costs) Telefax to Campus Library Through E-Mail or Internet to Library Surface Mail to Campus Library Through a Local or Public Library Local library with whom we have agreements
Other Methods of Providing Library Materials:	Contractual Arrangement with Local Library

Information Access

Remote Access to Online Catalog: Accessible via: Password Required?	Yes Internet N/A
Remote Access to Bibliographic Databases: Accessible via: Password Required ?	Yes Internet Yes

Remote Access to Full-Text Databases: Accessible via: Password Required?	Yes Internet Yes
Computer-Related Technical Help Offered: Delivered by:	Yes Telephone Written Documentation Walk-in Consultation Classroom instruction module

Administration

Same Library Staff for both On- and Off-Campus Services:	Yes
FTE Staff with Library Degrees for Off-Campus Services:	.25
FTE Support Staff for Off-Campus Services:	.05
Hours per week of Student Help for Off-Campus Services:	4
Funding Model for Off-Campus Library Services:	Library Budget *Without* Separate Funding for Off-Campus Services
Formal Policy on Providing Off-Campus Library Services:	No
Questionnaire Completed by:	Glenn Offermann, Head Librarian

CONCORDIA COLLEGE--MOORHEAD

Institutional Information

Off-Campus Courses Offered:	Yes
Number of Off-Campus Courses:	1 - 25
Number of Off-Campus Students:	1 - 100
Number of Faculty for Off-Campus Courses:	1 - 25
Number of Adjunct Faculty:	1 - 25
Institution's Total Annual Student Enrollment :	2,950
Degree(s) Granted Through Off-Campus:	Bachelor's
Off-Campus Instruction Delivery Formats:	Through Branch Campuses Face-to-Face in Off-Campus Classroom

Library Services to Off-Campus Users

Off-Campus Library Services Offered:	Yes
Library Providing Off-Campus Services:	Carl B. Ylvisaken Library Concordia College Moorhead, MN 56562 Contact: Verlyn D. Anderson, Library Director (218) 299-4642 (218) 299-3246 vanderso@gloria.cord.edu
Library Services Offered at Branch Campuses or Remote Sites:	Yes
Branch Campus Name and Location:	Concordia Language Villages, Bemidji, MN
Off-Campus Library Users Served:	Off-Campus Students Adjunct or Off-Campus Faculty Teaching Off-Campus Courses Administrators for Off-Campus Programs

Reference and Information Services

Reference Assistance Offered: Delivered by:	Yes Telephone Telefax E-Mail/Internet Daily Delivery service
Referrals to Local Library Materials:	No
Librarian performed online or CD-ROM searches: Delivered by:	Yes Daily Delivery Service
Online Searches Contracted to Local Libraries:	No
Interlibrary Loan: Delivered by:	Yes Telephone Telefax Daily Delivery Service

Other Library Services:	"Daily delivery service between the two campuses constantly delivers library materials and services."
Methods for Requesting Reference Services:	Through Online Catalog Toll-Free Number to Main Campus Telefax to Main Campus E-Mail/Internet to Main Campus Through a Branch Library Daily delivery service
Library User Instruction Offered:	Yes
Library Instruction Delivery Formats:	Lecture/Classroom Printed Guides, Bibliographies, Pathfinders Self-Paced Workbook Individualized Tutoring Visits of students to main campus library and librarians' visits to the Bemidji campus

Collection Access and Document Delivery

Circulation Services Offered:	Check-out Renewal Holds
Methods of Delivering Library Materials:	Institutional Courier to Branch Library
Materials Telefaxed:	Database Searches Copies of Articles Copies of articles-only occasionally usually sent on courier service
Materials Transmitted Electronically:	N/A
How Patrons May Request Library Materials:	Through Online Catalog Accessed Remotely Using Toll-Free Number to Campus Library Telefax to Campus Library Through a Branch Library of the Campus Via daily courier service
Other Methods of Providing Library Materials:	Through Branch Library of Main Campus Materials are Contributed to Local Library

Information Access

Remote Access to Online Catalog: Accessible via: Password Required?	Yes Toll-Free Number, Internet N/A
Remote Access to Bibliographic Databases: Accessible via: Password Required ?	No N/A N/A
Remote Access to Full-Text Databases: Accessible via: Password Required?	No N/A N/A
Computer-Related Technical Help Offered:	N/A
Other Resources Provided to Off-Campus Students:	Online Catalog at Branch Library Reference Collection at Branch Library Reserve Collection at Branch Library Branch library

Administration

Same Library Staff for both On- and Off-Campus Services:	Yes
FTE Staff with Library Degrees for Off-Campus Services:	.50
FTE Support Staff for Off-Campus Services:	.25
Hours per week of Student Help for Off-Campus Services:	8
Funding Model for Off-Campus Library Services:	Library Budget *Without* Separate Funding for Off-Campus Services Academic Program Budget
Formal Policy on Providing Off-Campus Library Services:	No
Comments on Off-Campus Library Services:	"Our off-campus location is at Bemidji at our Language Villages site. Between 40-50 full time students are studying German there during each academic year. Students are able to learn a major in German in this one year of study. We have an excellent and growing library collection on-site that satisfies the majority of their resource needs. This collection is fully cataloged and accessible on-line there and at the main campus."
Questionnaire Completed by:	Verlyn D. Anderson

CROWN COLLEGE

Institutional Information

Off-Campus Courses Offered:	Yes
Number of Off-Campus Courses:	1 - 25
Number of Off-Campus Students:	1 - 100
Number of Faculty for Off-Campus Courses:	1 - 25
Number of Adjunct Faculty:	1 - 25
Institution's Total Annual Student Enrollment :	600
Degree(s) Granted Through Off-Campus:	Non-Degree Credit Courses
Off-Campus Instruction Delivery Formats:	Interactive Television (ITV)

Library Services to Off-Campus Users

Off-Campus Library Services Offered:	No
Questionnaire Completed by:	Dave Carlson, Director of Library Services

DAKOTA COUNTY TECHNICAL COLLEGE

Institutional Information

Off-Campus Courses Offered:	Yes
Number of Off-Campus Courses:	over 400
Number of Off-Campus Students:	over 4000
Number of Faculty for Off-Campus Courses:	151 - 250
Number of Adjunct Faculty:	151 - 250
Institution's Total Annual Student Enrollment :	5,000
Degree(s) Granted Through Off-Campus:	Associate Certificate Customized Training
Off-Campus Instruction Delivery Formats:	Face-to-Face in Off-Campus Classroom

Library Services to Off-Campus Users

Off-Campus Library Services Offered:	No, except on informal basis
Formal Policy on Providing Off-Campus Library Services:	N/A
Comments on Off-Campus Library Services:	"Most of our off-campus courses are offered through our Customized Training department. These are not typical college courses, but are courses designed for a specific business or industry group and are geared to accomplish a specific updating or on-the-job type training objective. This is not to say that these students (and faculty) do not have information needs; however, their information needs are different from the traditional college classes offered on campus. Technical College libraries are the most sparsely staffed libraries in all of Minnesota higher education. So, it is difficult to provide services to all our constituencies."
Questionnaire Completed by:	Richard Blasjo

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FERGUS FALLS COMMUNITY COLLEGE

Institutional Information

Off-Campus Courses Offered:	Yes
Number of Off-Campus Courses:	51 - 100
Number of Off-Campus Students:	1001 - 2000
Number of Faculty for Off-Campus Courses:	26 - 50
Number of Adjunct Faculty:	1 - 25
Institution's Total Annual Student Enrollment :	1,400
Degree(s) Granted Through Off-Campus:	Associate
Off-Campus Instruction Delivery Formats:	Interactive Television (ITV) Video or Audio Cassettes Computer Software or Courseware Face-to-Face in Off-Campus Classroom

Library Services to Off-Campus Users

Off-Campus Library Services Offered:	Yes, [but services are very limited]
Library Providing Off-Campus Services:	Fergus Falls Community College Library/AV 1414 College Way Fergus Falls, MN 56537 Contact: Dorothy Kettner, Librarian (218) 739-7531 (218) 739-7475 (not in library)
Library Services Offered at Branch Campuses or Remote Sites:	No
Off-Campus Library Users Served:	Off-Campus Students On-Campus Faculty Teaching Off-Campus Courses Adjunct or Off-Campus Faculty Teaching Off-Campus Courses

Reference and Information Services

Reference Assistance Offered: Delivered by:	Yes Telephone
Referrals to Local Library Materials: Delivered by:	Yes Telephone
Librarian performed online or CD-ROM searches:	No
Online Searches Contracted to Local Libraries:	No
Interlibrary Loan: Delivered by:	Yes Telephone Telefax
Methods for Requesting Reference Services:	Librarian-to-Librarian
Library User Instruction Offered:	No

Collection Access and Document Delivery

Circulation Services Offered:	Check-out Renewal
Methods of Delivering Library Materials:	1st Class Mail Telefax Faculty Carries Materials to Remote Site
Materials Telefaxed:	Copies of Articles
Materials Transmitted Electronically:	N/A
How Patrons May Request Library Materials:	Walk in to local campus library

Information Access

Remote Access to Online Catalog:	No
Remote Access to Bibliographic Databases:	No
Remote Access to Full-Text Databases:	No
Computer-Related Technical Help Offered:	N/A

Administration

Same Library Staff for both On- and Off-Campus Services:	Yes
FTE Staff with Library Degrees for Off-Campus Services:	1.8
FTE Support Staff for Off-Campus Services:	1.5
Hours per week of Student Help for Off-Campus Services:	8
Funding Model for Off-Campus Library Services:	Library Budget *Without* Separate Funding for Off-Campus Services
Formal Policy on Providing Off-Campus Library Services:	No
Questionnaire Completed by:	Dorothy Kettner

HAMLINE UNIVERSITY

Institutional Information

Off-Campus Courses Offered:	Yes
Number of Off-Campus Courses:	1 - 25
Number of Off-Campus Students:	101 - 250
Number of Faculty for Off-Campus Courses:	1 - 25
Number of Adjunct Faculty:	1 - 25
Institution's Total Annual Student Enrollment :	1500
Degree(s) Granted Through Off-Campus:	Master's
Off-Campus Instruction Delivery Formats:	"Our Graduate Education program just started five "Learning Communities" groups of 40 students and 3 faculty facilitators each. They meet as a group for 2 years-and graduate together. They will be expanding quite a bit this fall (1995)."

Library Services to Off-Campus Users

Off-Campus Library Services Offered:	No
Questionnaire Completed by:	Kate Borswske

HENNEPIN TECHNICAL COLLEGE

Institutional Information

Off-Campus Courses Offered:	Yes
Number of Off-Campus Courses:	251 - 400
Number of Off-Campus Students:	3001 - 4000
Number of Faculty for Off-Campus Courses:	101 - 150
Number of Adjunct Faculty:	51 - 100
Institution's Total Annual Student Enrollment :	10,000
Degree(s) Granted Through Off-Campus:	Associate Non-Degree Credit Courses Certificate A.A.S.
Off-Campus Instruction Delivery Formats:	Interactive Television (ITV) Video or Audio Cassettes Computer Software or Courseware Through Branch Campuses Face-to-Face in Off-Campus Classroom Teleconference Downlink

Library Services to Off-Campus Users

Off-Campus Library Services Offered:	Yes
Library Providing Off-Campus Services:	N/A
Library Services Offered at Branch Campuses or Remote Sites:	N/A
Off-Campus Library Users Served:	On-Campus Faculty Teaching Off-Campus Courses Adjunct or Off-Campus Faculty Teaching Off-Campus Courses Administrators for Off-Campus Programs

Reference and Information Services

Reference Assistance Offered: Delivered by:	Yes Telephone
Referrals to Local Library Materials: Delivered by:	Yes Telephone
Librarian performed online or CD-ROM searches: Delivered by:	Yes N/A
Online Searches Contracted to Local Libraries:	N/A
Interlibrary Loan: Delivered by:	Yes Telephone
Methods for Requesting Reference Services:	Telephone (user incurs costs)
Library User Instruction Offered:	No

Collection Access and Document Delivery

Circulation Services Offered:	Renewal Holds
Methods of Delivering Library Materials:	N/A
Materials Telefaxed:	N/A
Materials Transmitted Electronically:	N/A
How Patrons May Request Library Materials:	Telephone to Campus (user incurs costs)

Information Access

Remote Access to Online Catalog:	No
Remote Access to Bibliographic Databases:	No
Remote Access to Full-Text Databases:	No
Computer-Related Technical Help Offered: Delivered by:	N/A

Administration

Same Library Staff for both On- and Off-Campus Services:	N/A
FTE Staff with Library Degrees for Off-Campus Services:	N/A
FTE Support Staff for Off-Campus Services:	N/A
Hours per week of Student Help for Off-Campus Services:	N/A
Funding Model for Off-Campus Library Services:	N/A
Formal Policy on Providing Off-Campus Library Services:	N/A
Questionnaire Completed by:	Mary Ann Horton Ann Nelson Dale Shendane

INVER HILLS COMMUNITY COLLEGE

Institutional Information

Off-Campus Courses Offered:	Yes
Number of Off-Campus Courses:	101 - 150
Number of Off-Campus Students:	1001 - 2000
Number of Faculty for Off-Campus Courses:	101 - 150
Number of Adjunct Faculty:	101 - 150
Institution's Total Annual Student Enrollment :	8,400
Degree(s) Granted Through Off-Campus:	Associate
Off-Campus Instruction Delivery Formats:	Interactive Television (ITV) Television Broadcasts Video or Audio Cassettes Computer Software or Courseware Through Branch Campuses Face-to-Face in Off-Campus Classroom

Library Services to Off-Campus Users

Off-Campus Library Services Offered:	Yes
Library Providing Off-Campus Services:	Inver Hills Community College Library 2500 80th Street Inver Grove Heights, MN 55076 Contact: Don Langworthy, Librarian 450-8623 450-8679 dlangwo@ih.cc.mn.us
Library Services Offered at Branch Campuses or Remote Sites:	No
Off-Campus Library Users Served:	Off-Campus Students On-Campus Faculty Teaching Off-Campus Courses Adjunct or Off-Campus Faculty Teaching Off-Campus Courses Administrators for Off-Campus Programs

Reference and Information Services

Reference Assistance Offered: Delivered by:	Yes Telephone
Referrals to Local Library Materials: Delivered by:	Yes Telephone
Librarian performed online or CD-ROM searches: Delivered by:	Yes N/A
Online Searches Contracted to Local Libraries:	N/A
Interlibrary Loan: Delivered by:	Yes N/A

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Methods for Requesting Reference Services:	Telephone (user incurs costs) Telefax to Main Campus Surface Mail to Main Campus
Library User Instruction Offered:	Yes
Library Instruction Delivery Formats:	Lecture/Classroom Printed Guides, Bibliographies, Pathfinders

Collection Access and Document Delivery

Circulation Services Offered:	N/A
Methods of Delivering Library Materials:	Faculty Carries Materials to Remote Site
Materials Telefaxed:	N/A
Materials Transmitted Electronically:	N/A
How Patrons May Request Library Materials:	Telephone to Campus (user incurs costs) Surface Mail to Campus Library

Information Access

Remote Access to Online Catalog: Accessible via: Password Required?	Yes N/A N/A
Remote Access to Bibliographic Databases:	No
Remote Access to Full-Text Databases:	No
Computer-Related Technical Help Offered: Delivered by:	Yes Walk-in Consultation

Administration

Same Library Staff for both On- and Off-Campus Services:	Yes
FTE Staff with Library Degrees for Off-Campus Services:	0
FTE Support Staff for Off-Campus Services:	0
Hours per week of Student Help for Off-Campus Services:	N/A
Funding Model for Off-Campus Library Services:	Library Budget Without Separate Funding for Off-Campus Services
Formal Policy on Providing Off-Campus Library Services:	No
Comments on Off-Campus Library Services:	"The demands on this library by off-campus students are minimal. But when off-campus instructors and students acquire service, we certainly attempt to satisfy those expressed needs."
Questionnaire Completed by:	Don Langworthy

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ITASCA COMMUNITY COLLEGE

Institutional Information

Off-Campus Courses Offered:	Yes
Number of Off-Campus Courses:	1 - 25
Number of Off-Campus Students:	101 - 250
Number of Faculty for Off-Campus Courses:	1 - 25
Number of Adjunct Faculty:	1 - 25
Institution's Total Annual Student Enrollment :	1,500
Degree(s) Granted Through Off-Campus:	Associate Non-Degree Credit Courses Certificate
Off-Campus Instruction Delivery Formats:	Interactive Television (ITV) Face-to-Face in Off-Campus Classroom

Library Services to Off-Campus Users

Off-Campus Library Services Offered:	Yes
Library Providing Off-Campus Services:	Itasca Community College Contact: M. Mcginnis (218) 327-4472
Library Services Offered at Branch Campuses or Remote Sites:	No
Off-Campus Library Users Served:	Off-Campus Students On-Campus Faculty Teaching Off-Campus Courses Adjunct or Off-Campus Faculty Teaching Off-Campus Courses Administrators for Off-Campus Programs

Reference and Information Services

Reference Assistance Offered: Delivered by:	Yes Telephone
Referrals to Local Library Materials: Delivered by:	Yes Telephone
Librarian performed online or CD-ROM searches: Delivered by:	Yes Telephone
Online Searches Contracted to Local Libraries:	No
Interlibrary Loan: Delivered by:	Yes Telefax
Other Library Services:	Some AV support
Methods for Requesting Reference Services:	Through Online Catalog Telephone (user incurs costs) Surface Mail to Main Campus

Library User Instruction Offered:	No

Collection Access and Document Delivery

Circulation Services Offered:	N/A
Methods of Delivering Library Materials:	1st Class Mail Library Rate Mail UPS or similar service (FedEx) Telefax Faculty Carries Materials to Remote Site
Materials Telefaxed:	Database Searches Copies of Articles
Materials Transmitted Electronically:	N/A
How Patrons May Request Library Materials:	Telephone to Campus (user incurs costs) Telefax to Campus Library Surface Mail to Campus Library Walk-in to Remote Site and Order Through a Local or Public Library Through Instructor
Other Methods of Providing Library Materials:	Through Remote Site Office Collection(s)

Information Access

Remote Access to Online Catalog: Accessible via: Password Required?	Yes Internet N/A
Remote Access to Bibliographic Databases: Accessible via: Password Required ?	Yes Internet N/A
Remote Access to Full-Text Databases:	No
Computer-Related Technical Help Offered: Delivered by:	Yes Telephone Written Documentation Walk-in Consultation Through Instructor
Other Resources Provided to Off-Campus Students:	Online Catalog at Remote Site Reference Collection at Remote Site Reserve Collection at Remote Site

Administration

Same Library Staff for both On- and Off-Campus Services:	Yes
FTE Staff with Library Degrees for Off-Campus Services:	.01
FTE Support Staff for Off-Campus Services:	.01
Hours per week of Student Help for Off-Campus Services:	3-4

Funding Model for Off-Campus Library Services:	Library budget *With* Separate Funding for Off-Campus Services Library Budget *Without* Separate Funding for Off-Campus Services Academic Program Budget Grants and self-supporting workshops
Formal Policy on Providing Off-Campus Library Services:	No
Comments on Off-Campus Library Services:	"This [questionnaire] was completed solely from the viewpoint of what classes [Itasca Community College] offers and supports. It, therefore, doesn't touch on hours or costs of supporting other schools' students."
Questionnaire Completed by:	Mike McGinnis

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LAKEWOOD COMMUNITY COLLEGE

Institutional Information

Off-Campus Courses Offered:	Yes
Number of Off-Campus Courses:	51 - 100
Number of Off-Campus Students:	251 - 500
Number of Faculty for Off-Campus Courses:	26 - 50
Number of Adjunct Faculty:	1 - 25
Institution's Total Annual Student Enrollment :	3,300
Degree(s) Granted Through Off-Campus:	Associate Non-Degree Credit Courses CEU
Off-Campus Instruction Delivery Formats:	Face-to-Face in Off-Campus Classroom

Library Services to Off-Campus Users

Off-Campus Library Services Offered:	No
Questionnaire Completed by:	Patricia Loving

MANKATO STATE UNIVERSITY

Institutional Information

Off-Campus Courses Offered:	Yes
Number of Off-Campus Courses:	251 - 400
Number of Off-Campus Students:	over 4000
Number of Faculty for Off-Campus Courses:	151 - 250
Number of Adjunct Faculty:	26 - 50
Institution's Total Annual Student Enrollment :	N/A
Degree(s) Granted Through Off-Campus:	Associate Bachelor's Master's
Off-Campus Instruction Delivery Formats:	Interactive Television (ITV) Face-to-Face in Off-Campus Classroom

Library Services to Off-Campus Users

Off-Campus Library Services Offered:	Yes
Library Providing Off-Campus Services:	Mankato State University Memorial Library MSU 19 PO Box 8419 Mankato, MN 56002-8419 Contact: Dr. Frank Birmingham Acting Director (507) 389-5952 (507) 389-5155 fax frb2@vax1.mankato.msus.edu
Library Services Offered at Branch Campuses or Remote Sites:	No
Off-Campus Library Users Served:	Off-Campus Students On-Campus Faculty Teaching Off-Campus Courses

Reference and Information Services

Reference Assistance Offered:	N/A
Referrals to Local Library Materials:	N/A
Librarian performed online or CD-ROM searches: Delivered by:	Yes, Fee Charged for Service N/A
Online Searches Contracted to Local Libraries:	No
Interlibrary Loan:	N/A
Methods for Requesting Reference Services:	Telephone (user incurs costs) Surface Mail to campus

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Library User Instruction Offered:	Yes
Library Instruction Delivery Formats:	Printed Guides, Bibliographies, Pathfinders

Collection Access and Document Delivery

Circulation Services Offered:	Renewal Holds Access to Personal Circulation Records All predicated on use of PALS system remotely
Methods of Delivering Library Materials:	Faculty Carries Materials to Remote Site
Materials Telefaxed:	N/A
Materials Transmitted Electronically:	N/A
How Patrons May Request Library Materials:	Through a Local or Public Library

Information Access

Remote Access to Online Catalog: Accessible via:	Yes Internet
Remote Access to Bibliographic Databases: Accessible via: Password Required ?	Yes Internet Yes
Remote Access to Full-Text Databases: Accessible via: Password Required?	Yes Internet Yes
Computer-Related Technical Help Offered: Delivered by:	Yes Telephone Walk-in Consultation These services are offered through the Academic Computing Center
Other Resources Provided to Off-Campus Students:	Online Catalog at Remote Site

Administration

Same Library Staff for both On- and Off-Campus Services:	Yes
FTE Staff with Library Degrees for Off-Campus Services:	No one has this specific responsibility assigned.
FTE Support Staff for Off-Campus Services:	N/A
Hours per week of Student Help for Off-Campus Services:	0
Funding Model for Off-Campus Library Services:	Academic Program Budget
Formal Policy on Providing Off-Campus Library Services:	No
Questionnaire Completed by:	Melanie Payne and Kathy Piehl

MAYO FOUNDATION

Institutional Information

Off-Campus Courses Offered:	Yes
Number of Off-Campus Courses:	1 - 25
Number of Off-Campus Students:	1 - 100
Number of Faculty for Off-Campus Courses:	1 - 25
Number of Adjunct Faculty:	1 - 25
Institution's Total Annual Student Enrollment :	1,680
Degree(s) Granted Through Off-Campus:	Associate in Science
Off-Campus Instruction Delivery Formats:	Face-to-Face in Off-Campus Classroom

Library Services to Off-Campus Users

Off-Campus Library Services Offered:	Yes
Library Providing Off-Campus Services:	Jacksonville Mayo Clinic-Birdsall Research Library Mayo Clinic 4500 San Pablo Road Jacksonville, FL 32221 Scottsdale Mayo Clinic-Edmund Research Library and Clinical Library Mayo Clinic 13400 E Shea Blvd. Scottsdale, AZ 85259 Contact: Gene Frank Program Director Mayo Clinic School of Health Related Sciences Radiology Program Fax: (507) 284-0656 efrank@mayo.edu
Off-Campus Library Users Served:	Off-Campus Students

Reference and Information Services

Reference Assistance Offered: Delivered by:	Yes Telephone Telefax Fee Charged for Telefax articles
Referrals to Local Library Materials: Delivered by:	Yes Telephone Telefax

Librarian performed online or CD-ROM searches: Delivered by:	Yes Telephone Online or equivalent charges for time plus citations returned
Online Searches Contracted to Local Libraries:	No
Interlibrary Loan: Delivered by:	Yes Fee Charged for Service $8 an item (telefax of articles is an additional $4 to $12)
Methods for Requesting Reference Services:	Telephone (user incurs costs) Telefax to Main Campus Surface Mail to Main Campus
Library User Instruction Offered:	Yes
Library Instruction Delivery Formats:	Printed Guides, Bibliographies, Pathfinders Point-of-Use Aids Future electronically distributed library guides, bibliographies, pathfinders (using gopher, WWW, local automated system, etc.

Collection Access and Document Delivery

Circulation Services Offered:	N/A
Methods of Delivering Library Materials:	MINITEX
Materials Telefaxed:	Database Searches Copies of Articles Through/via library of requester
Materials Transmitted Electronically:	N/A
How Patrons May Request Library Materials:	Telephone to Campus (user incurs costs) Surface Mail to Campus Library
Other Methods of Providing Library Materials:	Materials are Lent to Local Library Contractual Arrangement with Local Library

Information Access

Remote Access to Online Catalog	No
Remote Access to Bibliographic Databases:	No
Remote Access to Full-Text Databases:	No
Computer-Related Technical Help Offered:	N/A
Other Resources Provided to Off-Campus Students:	N/A

Administration

Same Library Staff for both On- and Off-Campus Services:	Yes
FTE Staff with Library Degrees for Off-Campus Services:	.25
FTE Support Staff for Off-Campus Services:	.25
Hours per week of Student Help for Off-Campus Services:	2
Funding Model for Off-Campus Library Services:	Library Budget *Without* Separate Funding for Off-Campus Services Academic Program Budget

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Formal Policy on Providing Off-Campus Library Services:	No
Questionnaire Completed by:	Dottie Hawthorn, Special Projects Coordinator-Librarian

MINNEAPOLIS COLLEGE OF ART & DESIGN

Institutional Information

Off-Campus Courses Offered:	Yes
Number of Off-Campus Courses:	1 - 25
Number of Off-Campus Students:	1 - 100
Number of Faculty for Off-Campus Courses:	1 - 25
Number of Adjunct Faculty:	1 - 25
Institution's Total Annual Student Enrollment :	600 1,800 including continuing education
Degree(s) Granted Through Off-Campus:	Non-Degree Credit Courses
Off-Campus Instruction Delivery Formats:	Computer Software or Courseware Computer Network/Internet Face-to-Face in Off-Campus Classroom

Library Services to Off-Campus Users

Off-Campus Library Services Offered:	Yes
Library Providing Off-Campus Services:	Minneapolis College of Art & Design Library Reference 2501 Stevens Avenue South Minneapolis, MN 55404 Contact: Kathy Heuer, Reference Librarian (612) 874-3752 fax: (612) 874-3795 kathy_heuer@mn.mcad.edu
Library Services Offered at Branch Campuses or Remote Sites:	No
Off-Campus Library Users Served:	Off-Campus Students On-Campus Faculty Teaching Off-Campus Courses Adjunct or Off-Campus Faculty Teaching Off-Campus Courses Administrators for Off-Campus Programs

Reference and Information Services

Reference Assistance Offered: Delivered by:	Yes Telephone Telefax E-Mail/Internet
Referrals to Local Library Materials:	N/A
Librarian performed online or CD-ROM searches:	N/A
Online Searches Contracted to Local Libraries:	N/A

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Interlibrary Loan: Delivered by:	Yes Telephone Telefax E-Mail/Internet
Methods for Requesting Reference Services:	Telephone (user incurs costs) Telefax to Main Campus E-Mail/Internet to Main Campus Surface Mail to Main Campus
Library User Instruction Offered:	No

Collection Access and Document Delivery

Circulation Services Offered:	N/A
Methods of Delivering Library Materials:	Faculty Carries Materials to Remote Site
Materials Telefaxed:	N/A
Materials Transmitted Electronically:	N/A
How Patrons May Request Library Materials:	N/A

Information Access

Remote Access to Online Catalog:	No
Remote Access to Bibliographic Databases: Accessible via: Password Required ?	Yes Internet Yes
Remote Access to Full-Text Databases:	No
Computer-Related Technical Help Offered: Delivered by:	Yes Telephone

Administration

Same Library Staff for both On- and Off-Campus Services:	Yes
FTE Staff with Library Degrees for Off-Campus Services:	1
FTE Support Staff for Off-Campus Services:	none
Hours per week of Student Help for Off-Campus Services:	none
Funding Model for Off-Campus Library Services:	Library Budget *Without* Separate Funding for Off-Campus Services
Formal Policy on Providing Off-Campus Library Services:	No
Comments on Off-Campus Library Services:	Our college has offered fewer than 10 off-campus courses in the last year-it will be offering more and the library is working on policies and proposals for these.
Questionnaire Completed by:	Mary Manning, Library Director

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MINNESOTA SCHOOL OF PROFESSIONAL PSYCHOLOGY

Institutional Information

Off-Campus Courses Offered:	Yes
Number of Off-Campus Courses:	1 - 25
Number of Off-Campus Students:	1 - 100
Number of Faculty for Off-Campus Courses:	1 - 25
Number of Adjunct Faculty:	1 - 25
Institution's Total Annual Student Enrollment :	297
Degree(s) Granted Through Off-Campus:	Doctorate
Off-Campus Instruction Delivery Formats:	Through Branch Campuses Face-to-Face in Off-Campus Classroom

Library Services to Off-Campus Users

Off-Campus Library Services Offered:	Yes
Library Providing Off-Campus Services:	Minnesota School Professional Psychology 3103 East 80th Street Suite 290 Mpls., MN 55425 Contact: Claire Lee, Librarian (612) 858-8800 fax: (612) 858-8515
Library Services Offered at Branch Campuses or Remote Sites:	No
Off-Campus Library Users Served:	Off-Campus Students On-Campus Faculty Teaching Off-Campus Courses Adjunct or Off-Campus Faculty Teaching Off-Campus Courses

Reference and Information Services

Reference Assistance Offered: Delivered by:	Yes Telephone Telefax
Referrals to Local Library Materials: Delivered by:	Yes Telephone Telefax

Librarian performed online or CD-ROM searches: Delivered by:	Yes Telefax Fee Charged for Online Services; not for CD-ROM searches
Online Searches Contracted to Local Libraries:	No
Interlibrary Loan: Delivered by:	Yes Telefax Fee Charged for Service
Methods for Requesting Reference Services:	Toll-Free Number to Main Campus Telefax to Main Campus Surface Mail to Main Campus
Library User Instruction Offered:	No; but printed guides, bibliographies, and pathfinders are available

Collection Access and Document Delivery

Circulation Services Offered:	Check-out Renewal (at main campus-materials mailed or renewed via phone)
Methods of Delivering Library Materials:	Library Rate Mail UPS or similar service (FedEx) Telefax
Materials Telefaxed:	Database Searches Copies of Articles
Materials Transmitted Electronically:	N/A
How Patrons May Request Library Materials:	Using Toll-Free Number to Campus Library Telephone to Campus (user incurs costs) Telefax to Campus Library Surface Mail to Campus Library
Other Methods of Providing Library Materials:	U of M Duluth library card (residents of MN) U of W Superior library card (resident of WI)

Information Access

Remote Access to Online Catalog:	No
Remote Access to Bibliographic Databases:	No
Remote Access to Full-Text Databases:	No
Computer-Related Technical Help Offered:	N/A

Administration

Same Library Staff for both On- and Off-Campus Services:	Yes
FTE Staff with Library Degrees for Off-Campus Services:	1.5
FTE Support Staff for Off-Campus Services:	0
Hours per week of Student Help for Off-Campus Services:	.75
Funding Model for Off-Campus Library Services:	Library Budget *Without* Separate Funding for Off-Campus Services

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Formal Policy on Providing Off-Campus Library Services:	No
Questionnaire Completed by:	Claire Lee

MOORHEAD STATE UNIVERSITY

Institutional Information

Off-Campus Courses Offered:	Yes
Number of Off-Campus Courses:	1 - 25
Number of Off-Campus Students:	101 - 250
Number of Faculty for Off-Campus Courses:	1 - 25
Number of Adjunct Faculty:	1 - 25
Institution's Total Annual Student Enrollment :	7,500
Degree(s) Granted Through Off-Campus:	Credit courses that apply to a degree but not the whole program
Off-Campus Instruction Delivery Formats:	Interactive Television (ITV) Computer Network/Internet Independent Study/Correspondence Face-to-Face in Off-Campus Classroom

Library Services to Off-Campus Users

Off-Campus Library Services Offered:	No
Questionnaire Completed by:	N/A

NORMANDALE COMMUNITY COLLEGE

Institutional Information

Off-Campus Courses Offered:	Yes
Number of Off-Campus Courses:	1 - 25
Number of Off-Campus Students:	101 - 250
Number of Faculty for Off-Campus Courses:	1 - 25
Number of Adjunct Faculty:	1 - 25
Institution's Total Annual Student Enrollment :	22,985
Degree(s) Granted Through Off-Campus:	Complete degree cannot be earned
Off-Campus Instruction Delivery Formats:	Television Broadcasts Face-to-Face in Off-Campus Classroom

Library Services to Off-Campus Users

Off-Campus Library Services Offered:	Yes
Library Providing Off-Campus Services:	Normandale Community College Learning Resources Center 9700 France Avenue South Bloomington, MN 55431 Contact: Rosalie Bunge (612) 832-6304 fax: (612) 832-6571
Library Services Offered at Branch Campuses or Remote Sites:	No
Off-Campus Library Users Served:	Off-Campus Students On-Campus Faculty Teaching Off-Campus Courses Adjunct or Off-Campus Faculty Teaching Off-Campus Courses Administrators for Off-Campus Programs

Reference and Information Services

Reference Assistance Offered: Delivered by:	Yes Telephone
Referrals to Local Library Materials: Delivered by:	Yes Telephone
Librarian performed online or CD-ROM searches: Delivered by:	Yes Depends on length of search
Online Searches Contracted to Local Libraries:	No
Interlibrary Loan:	Yes

Other Library Services:	Our "off campus" students do come on campus to do their library work. They have the same services as our on campus students.
Methods for Requesting Reference Services:	Through Online Catalog Telephone (user incurs costs) Surface Mail to Main Campus
Library User Instruction Offered:	Yes
Library Instruction Delivery Formats:	Lecture/Classroom Printed Guides, Bibliographies, Pathfinders Electronic Guides, Bibliog., Pathfinders Computer-Assisted Instruction Individualized Tutoring Videotaped Librarian's Presentation Televised Presentation The library provides library user instruction to off-campus students if requested by instructor.

Collection Access and Document Delivery

Circulation Services Offered:	Check-out Renewal Holds
Methods of Delivering Library Materials:	N/A
Materials Telefaxed:	N/A
Materials Transmitted Electronically:	N/A
How Patrons May Request Library Materials:	Telephone to Campus (user incurs costs) Surface Mail to Campus Library

Information Access

Remote Access to Online Catalog: Accessible via: Password Required?	Yes Internet No
Remote Access to Bibliographic Databases: Accessible via: Password Required ?	Yes Internet N/A
Remote Access to Full-Text Databases:	No
Computer-Related Technical Help Offered: Delivered by:	Yes Telephone Written Documentation

Administration

Same Library Staff for both On- and Off-Campus Services:	Yes
FTE Staff with Library Degrees for Off-Campus Services:	N/A
FTE Support Staff for Off-Campus Services:	N/A
Hours per week of Student Help for Off-Campus Services:	N/A
Funding Model for Off-Campus Library Services:	Library Budget *Without* Separate Funding for Off-Campus Services

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Formal Policy on Providing Off-Campus Library Services:	We provide services to NCC students
Comments on Off-Campus Library Services:	We see a problem with *other* institutions expecting Normandale to serve *their* off campus students for free.
Questionnaire Completed by:	Rosalie Bunge

NORTH HENNEPIN COMMUNITY COLLEGE

Institutional Information

Off-Campus Courses Offered:	Yes
Number of Off-Campus Courses:	1 - 25
Number of Off-Campus Students:	501 - 1000
Number of Faculty for Off-Campus Courses:	1 - 25
Number of Adjunct Faculty:	1 - 25
Institution's Total Annual Student Enrollment :	5,000
Degree(s) Granted Through Off-Campus:	Associate Non-Degree Credit Courses 6th Year Certificate
Off-Campus Instruction Delivery Formats:	Face-to-Face in Off-Campus Classroom

Library Services to Off-Campus Users

Off-Campus Library Services Offered:	No, although on-campus library services are available to off-campus students.
Comments on Off-Campus Library Services:	We recognize the need to deliver library services to our off-campus student. We are beginning to explore the ways in which we can provide this service. However, since we are short of staff on campus, it will be difficult to address the need. We are just beginning to explore the ways in which something can be done. We plan to start possibly in the 95/96 school year, by visits, surveys, focus groups, etc.
Questionnaire Completed by:	Theresa Crosby

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NORTHEAST METRO TECHNICAL COLLEGE

Institutional Information

Off-Campus Courses Offered:	Yes
Number of Off-Campus Courses:	1 - 25
Number of Off-Campus Students:	101 - 250
Number of Faculty for Off-Campus Courses:	1 - 25
Number of Adjunct Faculty:	1 - 25
Institution's Total Annual Student Enrollment :	2,000
Degree(s) Granted Through Off-Campus:	Associate Non-Degree Credit Courses Certificate
Off-Campus Instruction Delivery Formats:	Video or Audio Cassettes Independent Study/Correspondence Face-to-Face in Off-Campus Classroom

Library Services to Off-Campus Users

Off-Campus Library Services Offered:	No
Questionnaire Completed by:	N/A

NORTHLAND COMMUNITY COLLEGE

Institutional Information

Off-Campus Courses Offered:	Yes
Number of Off-Campus Courses:	1 - 25
Number of Off-Campus Students:	101 - 250
Number of Faculty for Off-Campus Courses:	1 - 25
Number of Adjunct Faculty:	1 - 25
Institution's Total Annual Student Enrollment :	550
Degree(s) Granted Through Off-Campus:	Associate
Off-Campus Instruction Delivery Formats:	Interactive Television (ITV)

Library Services to Off-Campus Users

Off-Campus Library Services Offered:	No
Questionnaire Completed by:	N/A

NORTHWEST TECHNICAL COLLEGE--DETROIT LAKES CAMPUS

Institutional Information

Off-Campus Courses Offered:	Yes
Number of Off-Campus Courses:	1 - 25
Number of Off-Campus Students:	1 - 100
Number of Faculty for Off-Campus Courses:	1 - 25
Number of Adjunct Faculty:	1 - 25
Institution's Total Annual Student Enrollment :	600
Degree(s) Granted Through Off-Campus:	Certificate
Off-Campus Instruction Delivery Formats:	Face-to-Face in Off-Campus Classroom

Library Services to Off-Campus Users

Off-Campus Library Services Offered:	Yes
Library Providing Off-Campus Services:	NTC-Detroit Lakes 900 Highway 34 East Detroit Lakes, MN 56501 Contact: Karen Merry, Librarian (218) 847-1341 fax: (218) 847-7170
Library Services Offered at Branch Campuses or Remote Sites:	No
Off-Campus Library Users Served:	Off-Campus Students On-Campus Faculty Teaching Off-Campus Courses

Reference and Information Services

Reference Assistance Offered: Delivered by:	Yes Telephone Telefax
Referrals to Local Library Materials: Delivered by:	Yes Telephone Telefax
Librarian performed online or CD-ROM searches: Delivered by:	Yes Telefax
Online Searches Contracted to Local Libraries:	N/A
Interlibrary Loan: Delivered by:	Yes Telefax

Methods for Requesting Reference Services:	Toll-Free Number to Main Campus Telephone (user incurs costs)
Library User Instruction Offered:	No

Collection Access and Document Delivery

Circulation Services Offered:	Check-out Holds
Methods of Delivering Library Materials:	Library Rate Mail Institutional Courier to Patron Institutional Courier to Remote Site Faculty Carries Materials to Remote Site
Materials Telefaxed:	Database Searches Copies of Articles
Materials Transmitted Electronically:	N/A
How Patrons May Request Library Materials:	Using Toll-Free Number to Campus Library Telephone to Campus (user incurs costs) Telefax to Campus Library

Information Access

Remote Access to Online Catalog:	No
Remote Access to Bibliographic Databases:	No
Remote Access to Full-Text Databases:	No
Computer-Related Technical Help Offered:	No

Administration

Same Library Staff for both On- and Off-Campus Services:	Yes
FTE Staff with Library Degrees for Off-Campus Services:	1
FTE Support Staff for Off-Campus Services:	1
Hours per week of Student Help for Off-Campus Services:	36
Funding Model for Off-Campus Library Services:	Library Budget *Without* Separate Funding for Off-Campus Services
Formal Policy on Providing Off-Campus Library Services:	No
Questionnaire Completed by:	Karen Merry

NORTHWEST TECHNICAL COLLEGE-- EAST GRAND FORKS

Institutional Information

Off-Campus Courses Offered:	Yes
Number of Off-Campus Courses:	151 - 250
Number of Off-Campus Students:	N/A
Number of Faculty for Off-Campus Courses:	51 - 100
Number of Adjunct Faculty:	1 - 25
Institution's Total Annual Student Enrollment :	1,400
Degree(s) Granted Through Off-Campus:	CEU
Off-Campus Instruction Delivery Formats:	Interactive Television (ITV) Through Branch Campuses

Library Services to Off-Campus Users

Off-Campus Library Services Offered:	Yes
Library Providing Off-Campus Services:	University of Minnesota--Crookston Kiehle Library Crookston, MN 56716-5001
Library Services Offered at Branch Campuses or Remote Sites:	Yes
Branch Campus Name and Location:	Northwest Technical College, Detroit Lakes Northwest Technical College, Moorhead
Off-Campus Library Users Served:	Off-Campus Students On-Campus Faculty Teaching Off-Campus Courses Adjunct or Off-Campus Faculty Teaching Off-Campus Courses

Reference and Information Services

Reference Assistance Offered: Delivered by:	Yes Telephone Telefax
Referrals to Local Library Materials: Delivered by:	Yes Telephone Telefax
Librarian performed online or CD-ROM searches: Delivered by:	Yes Telephone Telefax
Online Searches Contracted to Local Libraries:	No

Interlibrary Loan: Delivered by:	Yes Telephone Telefax
Methods for Requesting Reference Services:	Telephone (user incurs costs)
Library User Instruction Offered:	No

Collection Access and Document Delivery

Circulation Services Offered:	Check-out Renewal Holds
Methods of Delivering Library Materials:	Library Rate Mail Telefax Institutional Courier to Remote Site Institutional Courier to Branch Library Mail to Branch/Site for Pickup Faculty Carries Materials to Remote Site
Materials Telefaxed:	Database Searches Copies of Articles
Materials Transmitted Electronically:	N/A
How Patrons May Request Library Materials:	Telephone to Campus (user incurs costs) Telefax to Campus Library Surface Mail to Campus Library Through a Branch Library of the Campus
Other Methods of Providing Library Materials:	Materials are Contributed to Local Library Materials are Lent to Local Library

Information Access

Remote Access to Online Catalog:	No
Remote Access to Bibliographic Databases:	No
Remote Access to Full-Text Databases:	No
Computer-Related Technical Help Offered:	N/A

Administration

Same Library Staff for both On- and Off-Campus Services:	Yes
FTE Staff with Library Degrees for Off-Campus Services:	1
FTE Support Staff for Off-Campus Services:	1
Hours per week of Student Help for Off-Campus Services:	0
Funding Model for Off-Campus Library Services:	Library Budget *Without* Separate Funding for Off-Campus Services
Formal Policy on Providing Off-Campus Library Services:	No
Questionnaire Completed by:	Kristen Rall

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NORTHWEST TECHNICAL COLLEGE--MOORHEAD

Institutional Information

Off-Campus Courses Offered:	Yes
Number of Off-Campus Courses:	1 - 25
Number of Off-Campus Students:	1 - 100
Number of Faculty for Off-Campus Courses:	1 - 25
Number of Adjunct Faculty:	1 - 25
Institution's Total Annual Student Enrollment :	1,200
Degree(s) Granted Through Off-Campus:	Associate
Off-Campus Instruction Delivery Formats:	Interactive Television (ITV)

Library Services to Off-Campus Users

Off-Campus Library Services Offered:	No
Questionnaire Completed by:	Perry Werner

NORTHWESTERN COLLEGE

Institutional Information

Off-Campus Courses Offered:	Yes
Number of Off-Campus Courses:	1 - 25
Number of Off-Campus Students:	101 - 250
Number of Faculty for Off-Campus Courses:	1 - 25
Number of Adjunct Faculty:	1 - 25
Institution's Total Annual Student Enrollment :	1,240
Degree(s) Granted Through Off-Campus:	Associate Bachelor's Certificate
Off-Campus Instruction Delivery Formats:	Video or Audio Cassettes Computer Network/Internet Independent Study/Correspondence Face-to-Face in Off-Campus Classroom

Library Services to Off-Campus Users

Off-Campus Library Services Offered:	Yes
Library Providing Off-Campus Services:	Berntsen Resource Center Reference Department Northwestern College 3003 Snelling Avenue North St. Paul, MN 55113 Contact: Clem Guthro Senior Reference Librarian (612) 631-5177 fax: (612) 631-5598 cpg@nwc.edu
Library Services Offered at Branch Campuses or Remote Sites:	No
Off-Campus Library Users Served:	Off-Campus Students On-Campus Faculty Teaching Off-Campus Courses Adjunct or Off-Campus Faculty Teaching Off-Campus Courses Administrators for Off-Campus Programs

Reference and Information Services

Reference Assistance Offered:	Yes
Delivered by:	Telephone

Referrals to Local Library Materials: Delivered by:	Yes Telephone
Librarian performed online or CD-ROM searches: Delivered by:	Yes N/A
Online Searches Contracted to Local Libraries: Delivered by:	No N/A
Interlibrary Loan: Delivered by:	Yes N/A
Methods for Requesting Reference Services:	Telephone (user incurs costs) Telefax to Main Campus E-Mail/Internet to Main Campus Surface Mail to Main Campus
Library User Instruction Offered:	Yes
Library Instruction Delivery Formats:	Lecture/Classroom Printed Guides, Bibliographies, Pathfinders Computer-Assisted Instruction Point-of-Use Aids Individualized Tutoring

Collection Access and Document Delivery

Circulation Services Offered:	Renewal Holds
Methods of Delivering Library Materials:	Institutional Courier to Remote Site Faculty Carries Materials to Remote Site Students come to main campus library to pick up materials
Materials Telefaxed:	N/A
Materials Transmitted Electronically:	N/A
How Patrons May Request Library Materials:	Telephone to Campus (user incurs costs) Telefax to Campus Library Through E-Mail or Internet to Library Students are not unwilling to come to the Library to request materials

Information Access

Remote Access to Online Catalog:	No, but under development.
Remote Access to Bibliographic Databases:	No
Remote Access to Full-Text Databases:	No
Computer-Related Technical Help Offered:	N/A

Administration

Same Library Staff for both On- and Off-Campus Services:	Yes
Funding Model for Off-Campus Library Services:	Library Budget *Without* Separate Funding for Off-Campus Services
Formal Policy on Providing Off-Campus Library Services:	No, but are in the process of developing this right now

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Comments on Off-Campus Library Services:	We find ourselves struggling with how to service distance learners with the same materials our day students need to fulfill their assignments without having to purchase numerous multiple copies with an extremely tight budget and no additional funds from the distance education department.
Questionnaire Completed by:	Sheila O. Carlblom

PINE TECHNICAL COLLEGE

Institutional Information

Off-Campus Courses Offered:	Yes
Number of Off-Campus Courses:	26 - 50
Number of Off-Campus Students:	501 - 1000
Number of Faculty for Off-Campus Courses:	1 - 25
Number of Adjunct Faculty:	1 - 25
Institution's Total Annual Student Enrollment :	800
Degree(s) Granted Through Off-Campus:	Associate Non-Degree Credit Courses Certificate Diploma of Occupational Proficiency
Off-Campus Instruction Delivery Formats:	Interactive Television (ITV) Through Branch Campuses Face-to-Face in Off-Campus Classroom

Library Services to Off-Campus Users

Off-Campus Library Services Offered:	Yes
Library Providing Off-Campus Services:	Moose Lake Correctional Facility PO Box 357 Moose Lake, MN 55767 Contact: Lynette Olson 1100 4th Street Pine Technical College Pine City, MN (612) 629-6764 fax: (612) 629-7603 0578pk.@informns.k12.mn
Library Services Offered at Branch Campuses or Remote Sites:	No
Off-Campus Library Users Served:	Off-Campus Students Adjunct or Off-Campus Faculty Teaching Off-Campus Courses Administrators for Off-Campus Programs

Reference and Information Services

Reference Assistance Offered: Delivered by:	Yes Telephone
Referrals to Local Library Materials: Delivered by:	Yes Telephone

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Librarian performed online or CD-ROM searches: Delivered by:	Yes Telefax
Online Searches Contracted to Local Libraries:	Yes
Interlibrary Loan:	Yes
Methods for Requesting Reference Services:	Telephone (user incurs costs)
Library User Instruction Offered:	No

Collection Access and Document Delivery

Circulation Services Offered:	N/A
Methods of Delivering Library Materials:	Library Rate Mail Institutional Courier to Patron Institutional Courier to Remote Site
Materials Telefaxed:	Copies of Articles
Materials Transmitted Electronically:	N/A
How Patrons May Request Library Materials:	Telephone to Campus (user incurs costs) Through a faculty member
Other Methods of Providing Library Materials:	Materials are Lent to Local Library

Information Access

Remote Access to Online Catalog:	No
Remote Access to Bibliographic Databases:	No
Remote Access to Full-Text Databases:	No
Computer-Related Technical Help Offered:	No

Administration

Same Library Staff for both On- and Off-Campus Services:	Yes
FTE Staff with Library Degrees for Off-Campus Services:	N/A
FTE Support Staff for Off-Campus Services:	1
Hours per week of Student Help for Off-Campus Services:	3
Funding Model for Off-Campus Library Services:	Library Budget *Without* Separate Funding for Off-Campus Services
Formal Policy on Providing Off-Campus Library Services:	Yes, in development
Questionnaire Completed by:	Lynette Olson

RAINY RIVER COMMUNITY COLLEGE

Institutional Information

Off-Campus Courses Offered:	Yes
Number of Off-Campus Courses:	1 - 25
Number of Off-Campus Students:	1 - 100
Number of Faculty for Off-Campus Courses:	1 - 25
Number of Adjunct Faculty:	1 - 25
Institution's Total Annual Student Enrollment :	700
Degree(s) Granted Through Off-Campus:	Associate Non-Degree Credit Courses Certificate
Off-Campus Instruction Delivery Formats:	Independent Study/Correspondence Face-to-Face in Off-Campus Classroom

Library Services to Off-Campus Users

Off-Campus Library Services Offered:	No
Questionnaire Completed by:	N/A

RIVERLAND TECHNICAL COLLEGE

Institutional Information

Off-Campus Courses Offered:	Yes
Number of Off-Campus Courses:	1 - 25
Number of Off-Campus Students:	1 - 100
Number of Faculty for Off-Campus Courses:	1 - 25
Number of Adjunct Faculty:	1 - 25
Institution's Total Annual Student Enrollment :	700
Degree(s) Granted Through Off-Campus:	Non-Degree Credit Courses
Off-Campus Instruction Delivery Formats:	Interactive Television (ITV)

Library Services to Off-Campus Users

Off-Campus Library Services Offered:	Yes
Library Providing Off-Campus Services:	Library Riverland Technical College-Austin Austin Campus Austin, MN 55912 Contact: Art Stoeberl
Library Services Offered at Branch Campuses or Remote Sites:	No
Off-Campus Library Users Served:	Off-Campus Students On-Campus Faculty Teaching Off-Campus Courses

Reference and Information Services

Reference Assistance Offered: Delivered by:	Yes Telephone
Referrals to Local Library Materials:	N/A
Librarian performed online or CD-ROM searches:	N/A
Online Searches Contracted to Local Libraries:	N/A
Interlibrary Loan:	Yes
Methods for Requesting Reference Services:	Toll-Free Number to Main Campus
Library User Instruction Offered:	Yes
Library Instruction Delivery Formats:	Lecture/Classroom Point-of-Use Aids

Collection Access and Document Delivery

Circulation Services Offered:	Check-out Renewal
Methods of Delivering Library Materials:	1st Class Mail Faculty Carries Materials to Remote Site
Materials Telefaxed:	N/A
Materials Transmitted Electronically:	N/A
How Patrons May Request Library Materials:	Using Toll-Free Number to Campus Library Telephone to Campus (user incurs costs)

Information Access

Remote Access to Online Catalog:	No
Remote Access to Bibliographic Databases:	No
Remote Access to Full-Text Databases:	No
Computer-Related Technical Help Offered:	N/A

Administration

Same Library Staff for both On- and Off-Campus Services:	Yes
FTE Staff with Library Degrees for Off-Campus Services:	0
FTE Support Staff for Off-Campus Services:	.5
Hours per week of Student Help for Off-Campus Services:	1
Funding Model for Off-Campus Library Services:	Library Budget *Without* Separate Funding for Off-Campus Services
Formal Policy on Providing Off-Campus Library Services:	No
Questionnaire Completed by:	Art Stoeberl

SAINT MARY'S UNIVERSITY OF MINNESOTA

Institutional Information

Off-Campus Courses Offered:	Yes
Number of Off-Campus Courses:	251 - 400
Number of Off-Campus Students:	3001 - 4000
Number of Faculty for Off-Campus Courses:	101 - 150
Number of Adjunct Faculty:	N/A
Institution's Total Annual Student Enrollment :	1,300 Undergraduates at Winona campus 6,300 in Graduate and Special Programs
Degree(s) Granted Through Off-Campus:	Bachelor's Master's Non-Degree Credit Courses Certificate
Off-Campus Instruction Delivery Formats:	Through Branch Campuses Face-to-Face in Off-Campus Classroom

Library Services to Off-Campus Users

Off-Campus Library Services Offered:	Yes
Library Providing Off-Campus Services:	Fitzgerald Library (on Winona Campus) St. Mary's University of Minnesota 700 Terrace Heights Winona, MN 55987 Abbott-Northwestern (on Minneapolis Campus) Contact: Brother Paul Ostendorf Head Librarian (507) 457-1563 fax: (507) 457-1565 posterdo@rex.mnsmc.edu
Library Services Offered at Branch Campuses or Remote Sites:	No
Off-Campus Library Users Served:	Off-Campus Students On-Campus Faculty Teaching Off-Campus Courses Adjunct or Off-Campus Faculty Teaching Off-Campus Courses

Reference and Information Services

Reference Assistance Offered: Delivered by:	Yes Telefax

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Referrals to Local Library Materials: Delivered by:	Yes Telephone Telefax
Librarian performed online or CD-ROM searches:	No
Online Searches Contracted to Local Libraries:	No
Interlibrary Loan: Delivered by:	Yes Telefax
Methods for Requesting Reference Services:	Through Online Catalog Toll-Free Number to Main Campus Telephone (user incurs costs) Telefax to Main Campus E-Mail/Internet to Main Campus Surface Mail to Main Campus
Library User Instruction Offered:	Yes
Library Instruction Delivery Formats:	Lecture/Classroom Printed Guides, Bibliographies, Pathfinders

Collection Access and Document Delivery

Circulation Services Offered:	Check-out Renewal Holds Access to Personal Circulation Records PALS
Methods of Delivering Library Materials:	Library Rate Mail Telefax
Materials Telefaxed:	Copies of Articles
How Patrons May Request Library Materials:	Using Toll-Free Number to Campus Library Telephone to Campus (user incurs costs) Telefax to Campus Library Through E-Mail or Internet to Library Surface Mail to Campus Library Walk-in to Remote Site and Order

Information Access

Remote Access to Online Catalog: Accessible via: Password Required?	Yes (PALS only) Internet No
Remote Access to Bibliographic Databases:	Yes (PALS only)
Remote Access to Full-Text Databases: Accessible via: Password Required?	Yes (PALS only) N/A N/A
Computer-Related Technical Help Offered:	No

Administration

Same Library Staff for both On- and Off-Campus Services:	Yes
FTE Staff with Library Degrees for Off-Campus Services:	1
FTE Support Staff for Off-Campus Services:	0.1

Hours per week of Student Help for Off-Campus Services:	4
Funding Model for Off-Campus Library Services:	Library Budget *Without* Separate Funding for Off-Campus Services
Formal Policy on Providing Off-Campus Library Services:	No. Services for on- and off-campus graduate students are the same.
Questionnaire Completed by:	Brother Paul Osterdorf

SOUTHWEST STATE UNIVERSITY

Institutional Information

Off-Campus Courses Offered:	Yes
Number of Off-Campus Courses:	1 - 25
Number of Off-Campus Students:	101 - 250
Number of Faculty for Off-Campus Courses:	1 - 25
Number of Adjunct Faculty:	1 - 25
Institution's Total Annual Student Enrollment :	3,000
Degree(s) Granted Through Off-Campus:	Associate Bachelor's Master's
Off-Campus Instruction Delivery Formats:	Interactive Television (ITV) Television Broadcasts Video or Audio Cassettes Computer Software or Courseware Computer Network/Internet Through Branch Campuses

Library Services to Off-Campus Users

Off-Campus Library Services Offered:	Yes
Library Providing Off-Campus Services:	Southwest State University Inter Library Loan and Reference North Highway 23 Marshall, MN 56258 Contact: Rhonda Schuller Mary Jane Striezal (507) 537-6147 fax: (507) 537-6200
Library Services Offered at Branch Campuses or Remote Sites:	Yes
Branch Campus Name and Location:	Willmar Community College Brainerd Community College
Off-Campus Library Users Served:	Off-Campus Students On-Campus Faculty Teaching Off-Campus Courses Adjunct or Off-Campus Faculty Teaching Off-Campus Courses Administrators for Off-Campus Programs

Reference and Information Services

Reference Assistance Offered: Delivered by:	Yes Telephone E-Mail/Internet
Referrals to Local Library Materials:	No
Librarian performed online or CD-ROM searches: Delivered by:	Yes Telephone Telefax
Online Searches Contracted to Local Libraries:	N/A
Interlibrary Loan: Delivered by:	Yes Telefax E-Mail/Internet
Methods for Requesting Reference Services:	Through Online Catalog Toll-Free Number to Main Campus E-Mail/Internet to Main Campus Surface Mail to Main Campus Walk-in to Remote Service Site
Library User Instruction Offered:	Yes
Library Instruction Delivery Formats:	Lecture/Classroom Printed Guides, Bibliographies, Pathfinders Electronic Guides, Bibliog., Pathfinders Computer-Assisted Instruction

Collection Access and Document Delivery

Circulation Services Offered:	Check-out Renewal Holds
Methods of Delivering Library Materials:	Library Rate Mail UPS or similar service (FedEx) E-Mail, FTP, or other Electronic Transmission MINITEX
Materials Telefaxed:	Database Searches Copies of Articles
Materials Transmitted Electronically:	Copies of Articles
How Patrons May Request Library Materials:	Through Online Catalog Accessed Remotely Using Toll-Free Number to Campus Library Telefax to Campus Library Walk-in to Remote Site and Order Through a Branch Library of the Campus Through a Local or Public Library
Other Methods of Providing Library Materials:	Through Branch Library of Main Campus

Information Access

Remote Access to Online Catalog: Accessible via: Password Required?	Yes Toll-Free Number, Internet Yes

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Remote Access to Bibliographic Databases: Accessible via: Password Required ?	Yes Toll-Free Number, Internet N/A
Remote Access to Full-Text Databases: Accessible via: Password Required?	Yes Toll-Free Number N/A
Computer-Related Technical Help Offered: Delivered by:	Yes Telephone Written Documentation Interactive Online Help
Other Resources Provided to Off-Campus Students:	Microform Catalog at Branch Library Online Catalog at Branch Library Reference Collection at Branch Library Microform Catalog at Remote Site Online Catalog at Remote Site Reference Collection at Remote Site

Administration

Same Library Staff for both On- and Off-Campus Services:	Yes
FTE Staff with Library Degrees for Off-Campus Services:	2.0
FTE Support Staff for Off-Campus Services:	1.0
Hours per week of Student Help for Off-Campus Services:	35
Funding Model for Off-Campus Library Services:	Library Budget *Without* Separate Funding for Off-Campus Services
Formal Policy on Providing Off-Campus Library Services:	No
Questionnaire Completed by:	John Bowden

ST. CLOUD STATE UNIVERSITY

Institutional Information

Off-Campus Courses Offered:	Yes
Number of Off-Campus Courses:	51 - 100
Number of Off-Campus Students:	501 - 1000
Number of Faculty for Off-Campus Courses:	26 - 50
Number of Adjunct Faculty:	1 - 25
Institution's Total Annual Student Enrollment :	15,500
Degree(s) Granted Through Off-Campus:	Associate Bachelor's Master's Non-Degree Credit Courses Certificate 6th Year Certificate Specialist
Off-Campus Instruction Delivery Formats:	Interactive Television (ITV) Computer Software or Courseware Independent Study/Correspondence Face-to-Face in Off-Campus Classroom

Library Services to Off-Campus Users

Off-Campus Library Services Offered:	Yes
Library Providing Off-Campus Services:	St. Cloud State University Resource and Information Division 720 4th Avenue South St. Cloud, MN Contact: James Pehler, Associate Professor 255-2053 fax: 255-4778 jpehler@tigger.stcloud.imsus.edu
Library Services Offered at Branch Campuses or Remote Sites:	No
Off-Campus Library Users Served:	Off-Campus Students On-Campus Faculty Teaching Off-Campus Courses Adjunct or Off-Campus Faculty Teaching Off-Campus Courses Administrators for Off-Campus Programs Students from Other Universities

Reference and Information Services

Reference Assistance Offered: Delivered by:	Yes Telefax
Referrals to Local Library Materials: Delivered by:	Yes Telephone
Librarian performed online or CD-ROM searches: Delivered by:	Yes Telephone
Online Searches Contracted to Local Libraries:	No
Interlibrary Loan: Delivered by:	Yes Telephone Telefax
Methods for Requesting Reference Services:	Through Online Catalog Telefax to Main Campus Surface Mail to Main Campus Walk-in Remote Site Delivery Van Service
Library User Instruction Offered:	No

Collection Access and Document Delivery

Circulation Services Offered:	Check-out Renewal
Methods of Delivering Library Materials:	UPS or similar service (FedEx) Telefax Faculty Carries Materials to Remote Site MINITEX Van Service Every Other Day
Materials Telefaxed:	Copies of Articles
Materials Transmitted Electronically:	N/A
How Patrons May Request Library Materials:	Through Online Catalog Accessed Remotely Telephone to Campus (user incurs costs) Telefax to Campus Library Walk-in to Remote Site and Order Through a Local or Public Library Central Minnesota Library Exchange
Other Methods of Providing Library Materials:	Through Commercial Document Suppliers

Information Access

Remote Access to Online Catalog: Accessible via: Password Required ?	Yes Internet No
Remote Access to Bibliographic Databases:	Yes
Remote Access to Full-Text Databases:	N/A
Computer-Related Technical Help Offered:	N/A
Other Resources Provided to Off-Campus Students:	Online Catalog at Remote Site

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Administration

Same Library Staff for both On- and Off-Campus Services:	Yes
FTE Staff with Library Degrees for Off-Campus Services:	0.5
FTE Support Staff for Off-Campus Services:	0.5
Hours per week of Student Help for Off-Campus Services:	3
Funding Model for Off-Campus Library Services:	Library Budget WITHOUT Separate Funding for Off-Campus Services Multi-County, Multitype, MINITEX
Formal Policy on Providing Off-Campus Library Services:	No
Comments on Off-Campus Library Services:	This is a most important area in the library at this time. Development is ongoing and the increased use of technology to improve service is anticipated.
Questionnaire Completed by:	John G. Berling

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ST. JOHN'S UNIVERSITY

Institutional Information

Off-Campus Courses Offered:	Yes
Number of Off-Campus Courses:	1 - 25
Number of Off-Campus Students:	1 - 100
Number of Faculty for Off-Campus Courses:	1 - 25
Number of Adjunct Faculty:	1 - 25
Institution's Total Annual Student Enrollment :	1,700
Degree(s) Granted Through Off-Campus:	Non-Degree Credit Courses
Off-Campus Instruction Delivery Formats:	Face-to-Face in Off-Campus Classroom

Library Services to Off-Campus Users

Off-Campus Library Services Offered:	No

UNIVERSITY OF MINNESOTA--CROOKSTON

Institutional Information

Off-Campus Courses Offered:	Yes
Number of Off-Campus Courses:	51 - 100
Number of Off-Campus Students:	1001 - 2000
Number of Faculty for Off-Campus Courses:	1 - 25
Number of Adjunct Faculty:	1 - 25
Institution's Total Annual Student Enrollment :	1,500
Degree(s) Granted Through Off-Campus:	Associate Bachelor's
Off-Campus Instruction Delivery Formats:	Interactive Television (ITV) Face-to-Face in Off-Campus Classroom

Library Services to Off-Campus Users

Off-Campus Library Services Offered:	Yes
Library Providing Off-Campus Services:	Library University of Minnesota-Crookston Crookston, MN 56716 Contact: Owen Williams, Senior Library Specialist (218) 281-8395 fax; (218) 281-8080 owilliam@mail.crk.umn.edu
Library Services Offered at Branch Campuses or Remote Sites:	No
Off-Campus Library Users Served:	Off-Campus Students On-Campus Faculty Teaching Off-Campus Courses Adjunct or Off-Campus Faculty Teaching Off-Campus Courses Administrators for Off-Campus Programs

Reference and Information Services

Reference Assistance Offered: Delivered by:	Yes Telephone Telefax E-Mail/Internet
Referrals to Local Library Materials: Delivered by:	Yes Telephone Telefax E-Mail/Internet

Librarian performed online or CD-ROM searches: Delivered by:	Yes Telephone Telefax E-Mail/Internet
Online Searches Contracted to Local Libraries: Delivered by:	Yes Telephone Telefax E-Mail/Internet
Interlibrary Loan: Delivered by:	Yes Telephone Telefax E-Mail/Internet
Methods for Requesting Reference Services:	Through Online Catalog Telephone (user incurs costs) Telefax to Main Campus E-Mail/Internet to Main Campus
Library User Instruction Offered:	Yes
Library Instruction Delivery Formats:	Lecture/Classroom Printed Guides, Bibliographies, Pathfinders Electronic Guides, Bibliog., Pathfinders Videotaped Librarian's Presentation

Collection Access and Document Delivery

Circulation Services Offered:	Check-out Renewal Holds
Methods of Delivering Library Materials:	MINITEX
Materials Telefaxed:	N/A
Materials Transmitted Electronically:	N/A
How Patrons May Request Library Materials:	Through E-Mail or Internet to Library
Other Methods of Providing Library Materials:	Materials are Lent to Local Library

Information Access

Remote Access to Online Catalog: Accessible via: Password Required?	Yes Internet No
Remote Access to Bibliographic Databases:	No
Remote Access to Full-Text Databases:	No
Computer-Related Technical Help Offered:	N/A

Administration

Same Library Staff for both On- and Off-Campus Services:	Yes
FTE Staff with Library Degrees for Off-Campus Services:	1.0
FTE Support Staff for Off-Campus Services:	1.5
Hours per week of Student Help for Off-Campus Services:	0

Funding Model for Off-Campus Library Services:	Library Budget WITHOUT Separate Funding for Off-Campus Services
Formal Policy on Providing Off-Campus Library Services:	No
Questionnaire Completed by:	Owen Williams

UNIVERSITY OF MINNESOTA--DULUTH

Institutional Information

Off-Campus Courses Offered:	Yes
Number of Off-Campus Courses:	51 - 100
Number of Off-Campus Students:	501 - 1000
Number of Faculty for Off-Campus Courses:	51 - 100
Number of Adjunct Faculty:	N/A
Institution's Total Annual Student Enrollment :	7,497
Degree(s) Granted Through Off-Campus:	Bachelor's Master's Non-Degree Credit Courses
Off-Campus Instruction Delivery Formats:	Interactive Television (ITV) Computer Software or Courseware Computer Network/Internet Face-to-Face in Off-Campus Classroom

Library Services to Off-Campus Users

Off-Campus Library Services Offered:	Yes [selective, not comprehensive]
Library Providing Off-Campus Services:	University of Minnesota--Duluth 248 Library 10 University Drive Duluth, MN 55812 Contact: Joanne Line Senior Administrative Director (218) 726-6561 fax: (218) 726-8019 jline@ub.d.umn.edu
Library Services Offered at Branch Campuses or Remote Sites:	No
Off-Campus Library Users Served:	On-Campus Faculty Teaching Off-Campus Courses Adjunct or Off-Campus Faculty Teaching Off-Campus Courses Administrators for Off-Campus Programs

Reference and Information Services

Reference Assistance Offered: Delivered by:	Yes Telephone Telefax E-Mail/Internet
Referrals to Local Library Materials:	No

Librarian performed online or CD-ROM searches:	No
Online Searches Contracted to Local Libraries:	No
Interlibrary Loan:	No
Methods for Requesting Reference Services:	Through Online Catalog Telephone (user incurs costs) Telefax to Main Campus E-Mail/Internet to Main Campus Surface Mail to Main Campus
Library User Instruction Offered:	No

Collection Access and Document Delivery

Circulation Services Offered:	Check-out Renewal Holds
Methods of Delivering Library Materials:	N/A
Materials Telefaxed:	N/A
Materials Transmitted Electronically:	N/A
How Patrons May Request Library Materials:	Through Online Catalog Accessed Remotely Telephone to Campus (user incurs costs) Telefax to Campus Library Through E-Mail or Internet to Library Surface Mail to Campus Library

Information Access

Remote Access to Online Catalog: Accessible via: Password Required?	Yes Internet No
Remote Access to Bibliographic Databases: Accessible via: Password Required ?	Yes Internet Yes
Remote Access to Full-Text Databases:	No
Computer-Related Technical Help Offered: Delivered by:	Yes Telephone Written Documentation Walk-in Consultation
Other Resources Provided to Off-Campus Students:	Online Catalog at Branch Library

Administration

Same Library Staff for both On- and Off-Campus Services:	Yes
FTE Staff with Library Degrees for Off-Campus Services:	N/A
FTE Support Staff for Off-Campus Services:	N/A
Hours per week of Student Help for Off-Campus Services:	N/A
Funding Model for Off-Campus Library Services:	Library Budget WITHOUT Separate Funding for Off-Campus Services

Formal Policy on Providing Off-Campus Library Services:	No
Comments on Off-Campus Library Services:	The Library needs to take a proactive position and work closely with collegiate units as they develop more and more distance education programs. The colleges and departments will need to include the Library in their planning.
Questionnaire Completed by:	Joanne Line

UNIVERSITY OF MINNESOTA--TWIN CITIES

Institutional Information

Off-Campus Courses Offered:	Yes
Number of Off-Campus Courses:	over 400
Number of Off-Campus Students:	over 4000
Number of Faculty for Off-Campus Courses:	251-400
Number of Adjunct Faculty:	N/A
Institution's Total Annual Student Enrollment :	51,000
Degree(s) Granted Through Off-Campus:	Bachelor's Master's Doctorate Non-Degree Credit Courses
Off-Campus Instruction Delivery Formats:	Interactive Television (ITV) Television Broadcasts Radio Broadcasts Video or Audio Cassettes Computer Software or Courseware Computer Network/Internet Independent Study/Correspondence Through Branch Campuses Face-to-Face in Off-Campus Classroom

Library Services to Off-Campus Users

Off-Campus Library Services Offered:	Yes
Library Providing Off-Campus Services:	University of Minnesota Libraries--Twin Cities 499 Wilson Library, 309 19th Avenue South, Minneapolis, MN 55455 Contact: Joseph Branin Associate University Librarian (612) 624-4520 fax: (612) 626-9353 j-bran@maroon.tc.umn.edu
Library Services Offered at Branch Campuses or Remote Sites:	Yes
Branch Campus Name and Location:	University of Minnesota Rochester Center Rochester, Minnesota
Off-Campus Library Users Served:	Off-Campus Students On-Campus Faculty Teaching Off-Campus Courses Adjunct or Off-Campus Faculty Teaching Off-Campus Courses Administrators for Off-Campus Programs

Reference and Information Services

Reference Assistance Offered: Delivered by:	Yes Telephone E-Mail/Internet
Referrals to Local Library Materials: Delivered by:	Yes Telephone E-Mail/Internet
Librarian performed online or CD-ROM searches: Delivered by:	Yes (Fee Charged for Service) Telephone Telefax E-Mail/Internet
Online Searches Contracted to Local Libraries:	No
Interlibrary Loan: Delivered by:	Yes Telefax E-Mail/Internet
Other Library Services:	Library instruction program for Leadership Academy (off campus Ph.D. program)
Methods for Requesting Reference Services:	Through Online Catalog Telephone (user incurs costs) Telefax to Main Campus E-Mail/Internet to Main Campus Through a Branch Library Surface Mail to Main Campus
Library User Instruction Offered:	Yes
Library Instruction Delivery Formats:	Lecture/Classroom Printed Guides, Bibliographies, Pathfinders Electronic Guides, Bibliog., Pathfinders Point-of-Use Aids

Collection Access and Document Delivery

Circulation Services Offered:	Renewal (by fax) Holds (by fax)
Methods of Delivering Library Materials:	UPS or similar service (FedEx) Telefax E-Mail, FTP, or other Electronic Transmission MINITEX
Materials Telefaxed:	Database Searches (for a fee) Copies of Articles (for a fee) Miscellaneous Information from Internet
Materials Transmitted Electronically:	Database Searches Copies of Articles Miscellaneous Information from Internet
How Patrons May Request Library Materials:	Telephone to Campus (user incurs costs) Telefax to Campus Library Through E-Mail or Internet to Library Surface Mail to Campus Library Through a Local or Public Library Note: to request material remotely, users must go through MINTIEX, Interlibrary Loan, or use a fee-based service.

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Other Methods of Providing Library Materials:	Materials are Lent to Local Library Through Remote Site Office Collection(s)

Information Access

Remote Access to Online Catalog: Accessible via: Password Required?	Yes Toll-Free Number and Internet No
Remote Access to Bibliographic Databases: Accessible via: Password Required ?	Yes Toll-Free Number and Internet Yes
Remote Access to Full-Text Databases: Accessible via: Password Required?	Yes Toll-Free Number and Internet Yes
Computer-Related Technical Help Offered: Delivered by:	Yes Telephone Written Documentation
Other Resources Provided to Off-Campus Students:	Online Catalog at Remote Site Reference Collection at Remote Site Reserve Collection at Branch Library

Administration

Same Library Staff for both On- and Off-Campus Services:	Yes
FTE Staff with Library Degrees for Off-Campus Services:	.25
FTE Support Staff for Off-Campus Services:	.25
Hours per week of Student Help for Off-Campus Services:	A few hours per quarter
Funding Model for Off-Campus Library Services:	Library Budget WITHOUT Separate Funding for Off-Campus Services
Formal Policy on Providing Off-Campus Library Services:	No
Comments on Off-Campus Library Services:	We are not doing much for off-campus users regarding circulation and requesting material. Fee-based could play a role here, but is this fair to off-campus students. It is the only service set up to handle remote requests and delivery directly, outside ILL system.
Questionnaire Completed by:	Joseph J. Branin

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UNIVERSITY OF ST. THOMAS

Institutional Information

Off-Campus Courses Offered:	Yes
Number of Off-Campus Courses:	101 - 150
Number of Off-Campus Students:	501 - 1000
Number of Faculty for Off-Campus Courses:	51 - 100
Number of Adjunct Faculty:	51 - 100
Institution's Total Annual Student Enrollment :	23,000
Degree(s) Granted Through Off-Campus:	Bachelor's Master's Doctorate Non-Degree Credit Courses Certificate
Off-Campus Instruction Delivery Formats:	Interactive Television (ITV) Through Branch Campuses Face-to-Face in Off-Campus Classroom

Library Services to Off-Campus Users

Off-Campus Library Services Offered:	Yes
Library Providing Off-Campus Services:	O'Shaughnessy-Frey Library Extension Library Services #5004 2115 Summit Avenue St. Paul, MN 55105-1096 Contact: Ruth Ann Zietlow Reference/Extension Librarian (612) 962-5012 fax: (612) 962-5406 razietlow@stthomas.edu
Library Services Offered at Branch Campuses or Remote Sites:	Yes
Branch Campus Name and Location:	Gainey Campus, Owatonna Chaska Campus, Chaska Anoka Campus, Anoka
Remote Site Name and Location:	Through school districts across the state, cohost system.
Off-Campus Library Users Served:	Off-Campus Students On-Campus Faculty Teaching Off-Campus Courses Adjunct or Off-Campus Faculty Teaching Off-Campus Courses Administrators for Off-Campus Programs

Reference and Information Services

Reference Assistance Offered: Delivered by:	Yes Telephone Telefax E-Mail/Internet
Referrals to Local Library Materials:	No
Librarian performed online or CD-ROM searches: Delivered by:	Yes Telephone Telefax E-Mail/Internet
Online Searches Contracted to Local Libraries:	No
Interlibrary Loan: Delivered by:	Yes Telephone Telefax U.S. mail
Other Library Services:	In-house manual on searching library and internet resources appropriate to subject discipline; BI session when possible.
Methods for Requesting Reference Services:	Telephone (user incurs costs) Telefax to Main Campus E-Mail/Internet to Main Campus Surface Mail to Main Campus
Library User Instruction Offered:	Yes
Library Instruction Delivery Formats:	Lecture/Classroom Printed Guides, Bibliographies, Pathfinders Self-Paced Workbook Individualized Tutoring

Collection Access and Document Delivery

Circulation Services Offered:	Check-out Renewal Holds
Methods of Delivering Library Materials:	1st Class Mail Library Rate Mail UPS or similar service (FedEx) Telefax E-Mail, FTP, or other Electronic Transmission Institutional Courier to Branch Library Faculty Carries Materials to Remote Site
Materials Telefaxed:	Database Searches Copies of Articles Database search and copy of articles only if 5 pages or less. Database searches and copies of articles are telefaxed if 5 pages or length.
Materials Transmitted Electronically:	Miscellaneous Information from Internet. Answers to Ready Reference Questions.

How Patrons May Request Library Materials:	Telephone to Campus (user incurs costs) Telefax to Campus Library Through E-Mail or Internet to Library Surface Mail to Campus Library Walk-in to Remote Site and Order

Information Access

Remote Access to Online Catalog: Accessible via: Password Required?	Yes Toll-Free Number, Internet Yes
Remote Access to Bibliographic Databases: Accessible via: Password Required ?	Yes Toll-Free Number, Internet Yes
Remote Access to Full-Text Databases:	No
Computer-Related Technical Help Offered: Delivered by:	Yes Telephone Written Documentation Computing Center for Students Getting Started.
Other Resources Provided to Off-Campus Students:	Online Catalog at Branch Library

Administration

Same Library Staff for both On- and Off-Campus Services:	Yes
FTE Staff with Library Degrees for Off-Campus Services:	.75
FTE Support Staff for Off-Campus Services:	N/A
Hours per week of Student Help for Off-Campus Services:	N/A
Funding Model for Off-Campus Library Services:	Library budget WITH Separate Funding for Off-Campus Services
Formal Policy on Providing Off-Campus Library Services:	Yes
Comments on Off-Campus Library Services:	Without pressure from our accrediting agency, it will be impossible to enforce a school's responsibility for library service in offering classes off-campus.
Questionnaire Completed by:	Ruth A. Zietlow

WILLMAR COMMUNITY COLLEGE

Institutional Information

Off-Campus Courses Offered:	Yes
Number of Off-Campus Courses:	1 - 25
Number of Off-Campus Students:	1 - 100
Number of Faculty for Off-Campus Courses:	1 - 25
Number of Adjunct Faculty:	1 - 25
Institution's Total Annual Student Enrollment :	1,400
Degree(s) Granted Through Off-Campus:	Associate
Off-Campus Instruction Delivery Formats:	Interactive Television (ITV) Face-to-Face in Off-Campus Classroom

Library Services to Off-Campus Users

Off-Campus Library Services Offered:	No
Questionnaire Completed by:	Susan Mattson

WILLMAR TECHNICAL COLLEGE

Institutional Information

Off-Campus Courses Offered:	Yes
Number of Off-Campus Courses:	1 - 25
Number of Off-Campus Students:	101 - 250
Number of Faculty for Off-Campus Courses:	1 - 25
Number of Adjunct Faculty:	1 - 25
Institution's Total Annual Student Enrollment :	1,350
Degree(s) Granted Through Off-Campus:	Associate Non-Degree Credit Courses Certificate
Off-Campus Instruction Delivery Formats:	Interactive Television (ITV) Face-to-Face in Off-Campus Classroom

Library Services to Off-Campus Users

Off-Campus Library Services Offered:	No
Questionnaire Completed by:	Yvonne Meyer Johnson

WINONA STATE UNIVERSITY

Institutional Information

Off-Campus Courses Offered:	Yes
Number of Off-Campus Courses:	51 - 100
Number of Off-Campus Students:	1001 - 2000
Number of Faculty for Off-Campus Courses:	26 - 50
Number of Adjunct Faculty:	1 - 25
Institution's Total Annual Student Enrollment :	8,865
Degree(s) Granted Through Off-Campus:	Bachelor's Master's
Off-Campus Instruction Delivery Formats:	Interactive Television (ITV) Independent Study/Correspondence Through Branch Campuses Face-to-Face in Off-Campus Classroom

Library Services to Off-Campus Users

Off-Campus Library Services Offered:	Yes
Library Providing Off-Campus Services:	Goddard Library Rochester Community College Box 18, Room G-208 Rochester Community College Rochester, MN 55901 Contact: Al Dollarshell (507) 285-7233
Library Services Offered at Branch Campuses or Remote Sites:	No
Off-Campus Library Users Served:	Off-Campus Students On-Campus Faculty Teaching Off-Campus Courses Adjunct or Off-Campus Faculty Teaching Off-Campus Courses Administrators for Off-Campus Programs

Reference and Information Services

Reference Assistance Offered: Delivered by:	Yes Telephone E-Mail/Internet
Referrals to Local Library Materials:	No
Librarian performed online or CD-ROM searches: Delivered by:	Yes N/A
Online Searches Contracted to Local Libraries:	No

Interlibrary Loan: Delivered by:	Yes Telephone
Methods for Requesting Reference Services:	Through Online Catalog Toll-Free Number to Main Campus Telephone (user incurs costs) Telefax to Main Campus E-Mail/Internet to Main Campus Surface Mail to Main Campus Walk-in to Remote Service Site Through a Branch Library
Library User Instruction Offered:	No

Collection Access and Document Delivery

Circulation Services Offered:	Check-out Renewal Holds Access to Personal Circulation Records
Methods of Delivering Library Materials:	Telefax Institutional Courier to Remote Site Faculty Carries Materials to Remote Site MINITEX
Materials Telefaxed:	Copies of Articles
Materials Transmitted Electronically:	N/A
How Patrons May Request Library Materials:	Walk-in to Remote Site and Order Through a Branch Library of the Campus Through a Local or Public Library
Other Methods of Providing Library Materials:	Faculty carry to site

Information Access

Remote Access to Online Catalog: Accessible via: Password Required?	Yes Internet No
Remote Access to Bibliographic Databases: Accessible via: Password Required ?	Yes Internet Yes
Remote Access to Full-Text Databases: Accessible via: Password Required?	Yes Internet Yes
Computer-Related Technical Help Offered: Delivered by:	Yes Telephone Written Documentation Walk-in Consultation E-mail
Other Resources Provided to Off-Campus Students:	Online Catalog at Branch Library Reference Collection at Branch Library Reserve Collection at Branch Library Microform Catalog at Remote Site Online Catalog at Remote Site Reference Collection at Remote Site Reserve Collection at Remote Site

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Administration

Same Library Staff for both On- and Off-Campus Services:	Yes
FTE Staff with Library Degrees for Off-Campus Services:	N/A
FTE Support Staff for Off-Campus Services:	N/A
Hours per week of Student Help for Off-Campus Services:	N/A
Funding Model for Off-Campus Library Services:	Library Budget *Without* Separate Funding for Off-Campus Services
Formal Policy on Providing Off-Campus Library Services:	No
Questionnaire Completed by:	Kenneth L. Gorman

WORTHINGTON COMMUNITY COLLEGE

Institutional Information

Off-Campus Courses Offered:	Yes
Number of Off-Campus Courses:	51 - 100
Number of Off-Campus Students:	501 - 1000
Number of Faculty for Off-Campus Courses:	1 - 25
Number of Adjunct Faculty:	1 - 25
Institution's Total Annual Student Enrollment :	605
Degree(s) Granted Through Off-Campus:	Associate Non-Degree Credit Courses
Off-Campus Instruction Delivery Formats:	Interactive Television (ITV) Face-to-Face in Off-Campus Classroom

Library Services to Off-Campus Users

Off-Campus Library Services Offered:	Yes
Library Providing Off-Campus Services:	Worthington Community College Library 1450 Collegeway Worthington, MN 56187 Contact: JoAnn Amundson, Director (507) 372-3458 fax: (507) 372-5801
Library Services Offered at Branch Campuses or Remote Sites:	Yes
Remote Site Name and Location:	Southwest Technical Colleges (4)
Off-Campus Library Users Served:	Off-Campus Students On-Campus Faculty Teaching Off-Campus Courses Adjunct or Off-Campus Faculty Teaching Off-Campus Courses

Reference and Information Services

Reference Assistance Offered:	N/A
Referrals to Local Library Materials: Delivered by:	Yes N/A
Librarian performed online or CD-ROM searches:	N/A
Online Searches Contracted to Local Libraries:	No
Interlibrary Loan: Delivered by:	Yes N/A

Other Library Services:	Instructors take our materials to off-campus site-to be placed on reserve and/or checked out
Methods for Requesting Reference Services:	Through Online Catalog Toll-Free Number to Main Campus Walk-in to Remote Service Site
Library User Instruction Offered:	No

Collection Access and Document Delivery

Circulation Services Offered:	Check-out Renewal
Methods of Delivering Library Materials:	Library Rate Mail Institutional Courier to Remote Site Faculty Carries Materials to Remote Site
Materials Telefaxed:	N/A
Materials Transmitted Electronically:	N/A
How Patrons May Request Library Materials:	Walk-in to Remote Site and Order

Information Access

Remote Access to Online Catalog: Accessible via: Password Required?	Yes N/A N/A
Remote Access to Bibliographic Databases: Accessible via: Password Required ?	Yes N/A Yes
Remote Access to Full-Text Databases:	N/A
Computer-Related Technical Help Offered: Delivered by:	Yes Telephone Written Documentation Walk-in Consultation
Other Resources Provided to Off-Campus Students:	Reference Collection at Remote Site Reserve Collection at Branch Library

Administration

Same Library Staff for both On- and Off-Campus Services:	Yes
FTE Staff with Library Degrees for Off-Campus Services:	1.75
FTE Support Staff for Off-Campus Services:	.75
Hours per week of Student Help for Off-Campus Services:	N/A
Funding Model for Off-Campus Library Services:	Library Budget *Without* Separate Funding for Off-Campus Services Small grant for materials to one STC campus
Formal Policy on Providing Off-Campus Library Services:	No
Questionnaire Completed by:	Joanne Amundson

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APPENDIX A:

INSTITUTIONS NOT OFFERING OFF-CAMPUS COURSES[2]

- Bethany Lutheran College
- Bethel College
- Bethel Theological Seminary
- Carleton College
- College of Associated Arts
- Duluth Technical College
- Gustavus Adolphus College
- Hamline University School of Law Library
- Hibbing Community College
- Luther Seminary Library
- Macalester College
- North Central Bible College
- Northwestern College of Chiropractic (Note: postgraduate courses are at remote sites, but they are credentialing or Continuing Education credits only)
- Pillsbury Baptist Bible College
- Red Wing/Winona Technical College
- Rochester Community College
- Saint Paul Seminary School of Divinity, University of St. Thomas
- South Central Technical College
- St. Olaf College
- St. Paul Technical College
- United Theological Seminary of the Twin Cities
- University of Minnesota Law School
- William Mitchell College of Law

2 Including independent study or correspondence, or courses at branch campuses.

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APPENDIX B:

INSTITUTIONS NOT PARTICIPATING IN THE SURVEY

- Anoka-Ramsey Community College
- Dr. Martin Luther College
- Mesabi Community College
- Metropolitan State University
- Minneapolis Community College
- St. Cloud Technical College
- Vermilion Community College
- University of Minnesota-Morris

APPENDIX C:

NUMBER OF OFF-CAMPUS COURSES OFFERED -- BY INSTITUTION

Over 400 Off-Campus Courses Offered Annually

- Dakota County Technical College
- University of Minnesota--Twin Cities

251-400 Off-Campus Courses Offered Annually

- Brainerd Community College
- Hennepin Technical College
- Mankato State University
- Saint Mary's University of Minnesota

151-250 Off-Campus Courses Offered Annually

- Bemidji State University
- Northwest Technical College-East Grand Forks

101-150 Off-Campus Courses Offered Annually

- Inver Hills Community College
- University of St. Thomas

51-100 Off-Campus Courses Offered Annually

- Austin Community College
- Fergus Falls Community College
- Lakewood Community College Library
- St. Cloud State University
- University of Minnesota--Crookston
- University of Minnesota--Duluth
- Winona State University
- Worthington Community College

26-50 Off-Campus Courses Offered Annually

- Pine Technical College

1-25 Off-Campus Courses Offered Annually

- Alexandria Technical College
- Anoka Hennepin Technical College
- Augsburg College
- College of St. Benedict

- College of St. Catherine
- College of St. Scholastica
- Concordia College, St. Paul
- Concordia College--Moorhead
- Crown College
- Hamline University
- Itasca Community College
- Mayo Foundation--Rochester
- Minneapolis College of Art & Design
- Minnesota School Professional Psychology
- Moorhead State University
- Normandale Community College
- North Hennepin Community College
- Northeast Metro Technical College
- Northland Community College
- Northwest Technical College--Detroit Lakes Campus
- Northwest Technical College--East Grand Forks
- Northwest Technical College--Moorhead
- Northwestern College
- Rainy River Community College
- Riverland Technical College
- Southwest State University
- St. John's University
- Willmar Community College
- Willmar Technical College

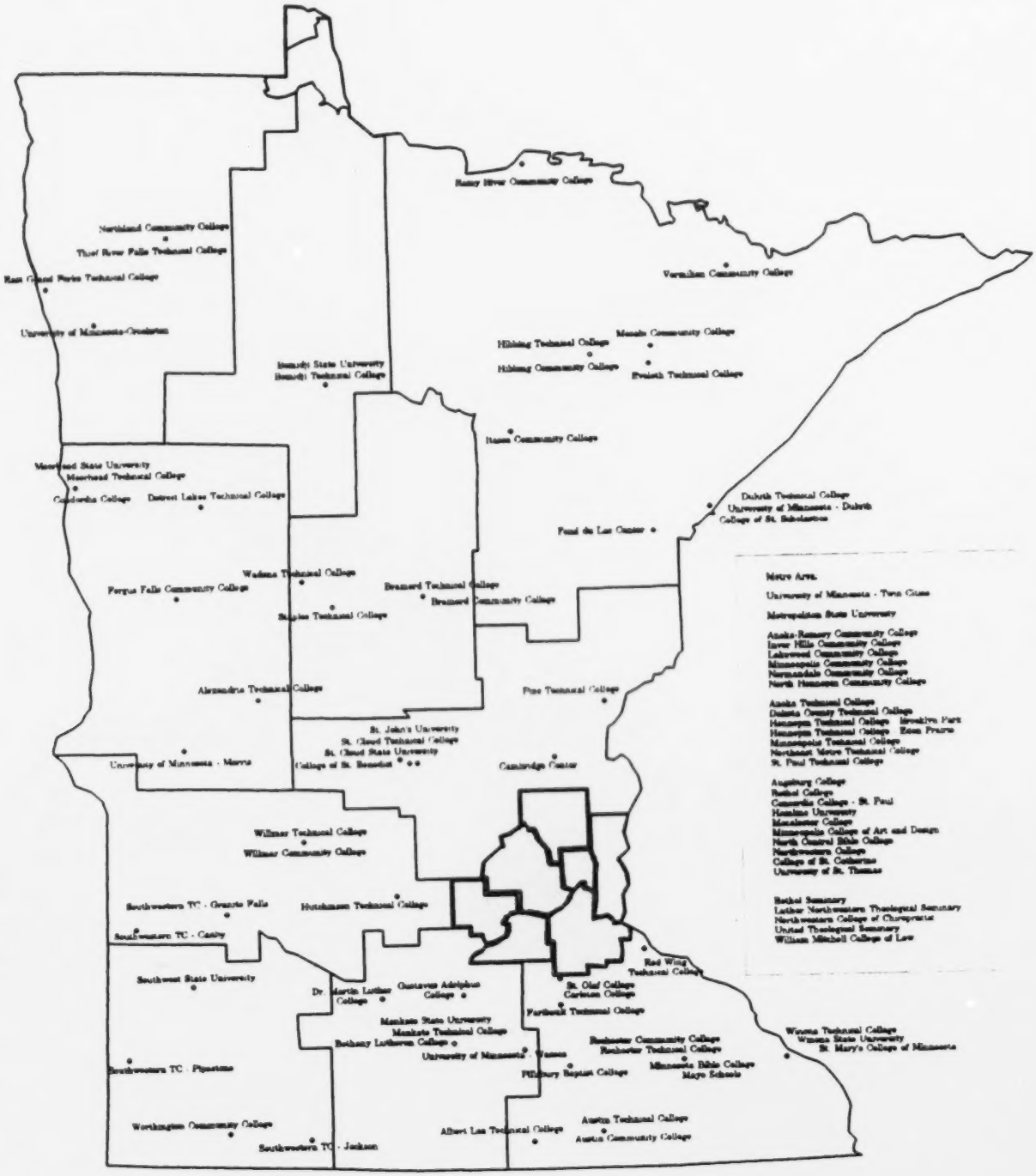
APPENDIX D:

INSTITUTIONS ENROLLING OVER 500 OFF-CAMPUS STUDENTS ANNUALLY

Bachelor's to Doctorate Degree Level Institutions	Associate Degree Level Institutions
Over 4000 students • Mankato State University • University of Minnesota--Twin Cities **3001-4000** • Saint Mary's University of Minnesota **1001-2000** • Winona State University • University of Minnesota--Crookston **501-1000** • Bemidji State University • University of St. Thomas • University of Minnesota--Duluth • St. Cloud State University	**Over 4000 students** • Brainerd Community College • Dakota County Technical College **3001-4000** • Hennepin Technical College **2001-3000** • Northwest Technical College--East Grand Forks **1001-2000** • Fergus Falls Community College • Austin Community College • Inver Hills Community College **501-1000** • Pine Technical College • North Hennepin Community College • Worthington Community College

APPENDIX E:

MINNESOTA POST-SECONDARY INSITUTIONS AND LIBRARIES -- MAP



Source: Minnesota Higher Education Coordinating Board

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APPENDIX F:

VISION STATEMENT FOR EXTENDED CAMPUS LIBRARY SERVICES

The MINITEX Advisory Committee approved the vision statement found below on June 16, 1995, and recommended it to higher education institutions providing distance education and extended campus learning in Minnesota. The goal was both to articulate a vision of appropriate library and information services for off-campus students and faculty and to clarify the responsibilities of institutions, libraries, students, and faculty in achieving this vision. Accompanying the vision statement are principles, operational guidelines, and definitions of terms used in the document.

The statement was prepared by the Extended Campus Library Services Task Force, a body composed of academic librarians, public librarians, academic administrators, and distance education providers from around the state of Minnesota. The vision statement reads as follows:

> *Students and faculty in Minnesota higher education will have convenient access to a range of high quality information resources and services needed to support learning regardless of where, when, or how learning occurs.*

Principles:

> *The institution enrolling students for courses provided off-campus should take responsibility for:*
>
> - *providing convenient access to library or other information service that are equitable with those provided to the on-campus community for similar learning experiences;*
> - *supporting and coordinating responsible and efficient access to library and other information resources, services, and the necessary technological infrastructure. These should be responsive to learners' locations, schedules, and learning styles;*
> - *collaborating with other public and private entities in providing library and other information resources and services to the extended campus community; and*
> - *assuring that information providers serving students and faculty have access to needed resources and services.*

resources and services consistent with the broader institutional mission.

2. The requirements of academic programs should guide the library's responses to defined needs, which may be met by various modes of delivery. If the library and information needs of a program cannot be met the program should not be offered.

3. The home institution has primary responsibility for identifying, developing, coordinating and evaluating library and information resources which meet the information needs of their own extended campus community. Campus librarians should be full participants in this process.

4. The home institution is responsible for having written agreements with libraries unaffiliated with the home institution when their resources and services are used to support the library and information needs of the extended campus community. These agreements should be developed with the participation of librarians from both institutions.

5. Every student and faculty member will be informed in writing of the specific library and information services arrangements for each off-campus course or site.

Definitions:

Extended campus library services refers to those services offered in support of academic courses and programs offered away from the main campus of the institution responsible for the academic program. These courses may be taught in traditional or non-traditional ways.

Convenient access means that information resources and the services necessary to use them are available at times and locations that are manageable to users.

Extended campus community covers all those individuals and agencies which are directly involved with academic programs offered away from the traditional academic campus including learners, faculty, researchers, administrators, sponsors, and information providers involved in providing information resources and services to learners.

Information providers means librarians and staff of academic and public libraries or other designated library service agency(s) through which learners obtain information resources to satisfy their course assignments and their program requirements.

APPENDIX G:

SURVEY QUESTIONNAIRE

Library Services to Off-Campus Students: A Survey of Minnesota Institutions of Higher Education 1995

A project of the University of Minnesota Libraries and MINITEX with support from the Bush Foundation

NOTE:

Please refer to these definitions when answering the questionnaire:

"*off-campus courses*"	-- instruction delivered at locations remote from the institution's home campus.
"*off-campus students*"	-- students that receive instruction at locations remote from the institution's home campus, *and* which are also locations remote from the institution's library that supports those curricula. Students enrolled at institutions that do not have a campus should also be considered as "off-campus students."
"*off-campus library services*"	-- library services that are delivered to students at locations remote from the institution's home campus in direct support of off-campus courses.

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THE QUESTIONS

1. Name of institution : _____

2. Does your institution offer off-campus courses (including independent study or correspondence courses, or courses at branch campuses)?

   ___ YES ___ NO

   (If **YES**, please continue with this questionnaire; if **NO** please stop here and return questionnaire in the enclosed envelope).

IMPORTANT:

To ensure accurate responses to questions 3 through 9, please consult with your institution's extension, continuing education, or distance learning office.

3. What is the approximate ***number of off-campus courses*** offered by your institution annually? (Please check the one category that best applies).

   _____ 1 - 25
   _____ 26 - 50
   _____ 51 - 100
   _____ 101 - 150
   _____ 151 - 250
   _____ 251 - 400
   _____ over 400

4. What is the approximate ***number of students*** enrolled in off-campus courses at your institution annually? (Please check the one category that best applies).

   _____ 1 - 100
   _____ 101 - 250
   _____ 251 - 500
   _____ 501 - 1000
   _____ 1001 - 2000
   _____ 2001 - 3000
   _____ 3001 - 4000
   _____ over 4000

5. What is the approximate ***number of faculty or lecturers*** at your institution involved in teaching off-campus courses annually? (Please check the one category that best applies).

   _____ 1 - 25
   _____ 26 - 50
   _____ 51 - 100
   _____ 101 - 150
   _____ 151 - 250
   _____ 251 - 400
   _____ over 400

6. Of the total number of faculty or lecturers that you indicated in your response to question #5, how many are ***adjunct faculty or lecturers***?

_____ 1 - 25
_____ 26 - 50
_____ 51 - 100
_____ 101 - 150
_____ 151 - 250
_____ 251 - 400
_____ over 400

7. What is the approximate total ***annual student enrollment*** at your institution?

_____

8. What degrees are granted through your institution's off-campus programs (please check all that apply):

_____ a. Associate
_____ b. Bachelor's
_____ c. Master's
_____ d. Doctorate
_____ e. Non-degree credit courses
_____ f. Certificate
_____ g. 6th Year Certificate
_____ h. other (please specify) _____

9. What formats are used to deliver course instruction to off-campus students? (please check all that apply):

Courses are taught:

_____ a. through interactive television or videoconferencing
_____ b. through television broadcasts
_____ c. through radio broadcasts
_____ d. using video or audio cassettes
_____ e. using computer software or courseware
_____ f. through a computer network (for example, using e-mail, the World-Wide Web, or network conferencing software such as Notes or Forum)
_____ g. independent study or correspondence
_____ h. at branch campuses
_____ i. in traditional student-faculty format in off-campus classroom(s)
_____ j. other (please specify) _____

10. Does your institution provide off-campus library services to students receiving off-campus instruction?

_____YES _____NO

(If **YES**, please continue with this questionnaire; if **NO** please stop here and return questionnaire in the enclosed envelope).

11. **Please name the library and, if applicable, the specific service unit within that library providing service to off-campus users:**

    Library: _____

    Service Unit: _____

12. Address of this library: _____

    _____

    _____

13. Contact person and title: _____

    _____

    Phone number: _____ E-mail address: _____

    Fax number: _____

14. In support of off-campus students, are library services offered at ***branch campuses*** or ***other remote sites*** (for example, commercial space, non-profit space, community centers, military installations, etc.)?

    ___YES ___ NO

    If YES, please list the name(s) and location(s) of these ***branch campuses*** or ***other remote sites***:

Branch Campus	Location (use city name)
_____	_____
_____	_____
_____	_____

Other Remote Sites	Location (use city name)
_____	_____
_____	_____
_____	_____

15. What off-campus library users are served by your program (Please check all that apply):

__ a. off-campus students
__ b. on-campus faculty/lecturers teaching off-campus courses
__ c. adjunct or off-campus faculty/lecturers teaching off-campus courses
__ d. administrators involved with the off-campus program
__ e. other (please specify)_____

_____

REFERENCE AND INFORMATION SERVICES

16. What services does your library provide to off-campus students?

(Please check **yes** or **no** for each service listed. For those checked **yes**, are these service available through any (or all) of the following: telephone, telefax, e-mail/internet, or is a fee charged?)

			IF YES, ARE ANY OF THESE DELIVERED BY:			
PLEASE CHECK WHERE APPROPRIATE	YES	NO	Telephone	Telefax	E-mail / Internet	Fee charged
a. reference assistance						
b. referrals to local library materials						
c. librarian performs online searches or CD-ROM searches						
d. online searches contracted to local libraries						
e. interlibrary loan						
f. other library services (please describe):						

17. How can off-campus students ***request reference services*** from the campus library? (Please check all that apply):

__ a. through online catalog accessed remotely (dial-up or via network)
__ b. using toll-free telephone number to main campus
__ c. by telephone to campus library (requester incurs any costs)
__ d. telefax to main campus
__ e. e-mail, or use of electronic forms (e.g., through gopher, Netscape, etc.) to main campus
__ f. surface mail to main campus
__ g. walk-in remote site only to order materials (for example, through online catalog, using dedicated telephone lines, or submitting of request forms)
__ h. through a branch library
__ i. other (please specify)_____

_____

18. Does your library provide any form ***library user instruction*** to off-campus students?

__YES ___ NO

If YES, please check all the formats that you use to deliver library user instruction to off-campus students?

__ a. lecture/classroom instruction
__ b. printed library guides, bibliographies, pathfinders
__ c. electronically distributed library guides, bibliographies, pathfinders (using gopher, World-Wide-Web, local automated system, etc.)
__ d. self-paced workbook
__ e. computer-assisted instruction
__ f. point-of-use aid
__ g. individualized tutoring
__ h. videotaped librarian's presentation
__ i. televised presentation (broadcast or interactive)
__ j. other (please describe)_____

_____

19. What ***circulation services*** are available remotely to off-campus students? (Please check all that apply):

__ a. check-out
__ b. renewals
__ c. holds
__ d. access to personal circulation records
__ e. other (please describe)_____

_____

COLLECTION ACCESS AND DOCUMENT DELIVERY

20. How do you ***deliver library materials*** from your campus collection to your off-campus users? (Please check all that apply).

__ a. 1st class mail
__ b. library rate mail
__ c. UPS or similar service (e.g., Federal Express)
__ d. telefax
__ e. e-mail, FTP, or other electronic transmission (such as Internet ARIEL, etc.)
__ f. institutional courier to patron
__ g. institutional courier to remote site
__ h. institutional courier to branch library
__ i. mail to branch/site for pickup
__ j. faculty carries materials from main campus to remote site
__ k. use the MINITEX network to deliver materials from other institutions our to off-campus users
__ l. other (please describe)_____

_____

21. If you telefax library materials to off-campus users, please check all the following types of library materials that are telefaxed:

__ a. database searches
__ b. copies of articles
__ c. miscellaneous information downloaded from the internet
__ d. other (please describe)_____

_____

22. If you use e-mail, FTP, or other electronic transmission to send library materials to off-campus users, please check all the library materials that apply:

__ a. bibliographic database searches
__ b. copies of articles
__ c. miscellaneous information downloaded from the internet
__ d. other (please describe)_____

_____

23. How can off-campus students ***request library materials*** (books, articles, etc.)? (Please check all that apply):

__ a. through online catalog accessed remotely (dial-up or via network)
__ b. using toll-free telephone number to campus library
__ c. by telephone to campus library (requester incurs any costs)
__ d. telefax to campus library
__ e. e-mail, or use of electronic forms (e.g., through gopher, Netscape, etc.) to campus library
__ f. surface mail to campus library
__ g. walk-in remote site only to order materials (for example, through online catalog, using dedicated telephone lines, or submitting of request forms)
__ h. through a branch library of the campus
__ i. through a local or public library
__ j. other (please specify)_____

_____

24. Other than through the library collection located on your institution's campus (or main campus), how do you provide materials to off-campus students? (Please check all that apply).

__ a. through branch library of main campus
__ b. materials are contributed to local library (informal arrangement)
__ c. materials are lent to local library (informal arrangement)
__ d. through contractual arrangement with local library (may include reciprocal borrowing and/or funding agreements)
__ e. through remote site office collection(s)
__ f. through commercial document supplier(s)
__ g. other (please specify)_____

INFORMATION ACCESS

25. Does your library offer remote access (dial-in or via network) to an ***online catalog*** for use by off-campus students?

___YES ___ NO

If **YES**, is access available using a toll-free number or via the Internet?

Toll-free number:	___YES ___ NO
Internet:	___YES ___ NO
Does access require a password?	___YES ___ NO

26. Does your library offer remote access (dial-in or via network) to ***bibliographic databases*** for use by off-campus students?

___YES ___ NO

If **YES**, is access available using a toll-free number or via the Internet?

Toll-free number:	___YES ___ NO
Internet:	___YES ___ NO
Does access require a password?	___YES ___ NO

27. Does your library offer remote access (dial-in or via network) to ***full-text databases*** for use by off-campus students?

___YES ___ NO

If **YES**, is access available using a toll-free number or via the Internet?

Toll-free number:	___YES ___ NO
Internet:	___YES ___ NO
Does access require a password?	___YES ___ NO

28. If you answered YES to questions #25, 26, or 27 -- does your library offer computer-related ***technical help*** for off-campus students trying to connect to your library system remotely (e.g., troubleshooting hardware/software problems)?

___YES ___ NO

If YES, how do off-campus students *receive* technical help for their computer-related questions?

__ a. telephone
__ b. written documentation
__ c. interactive online help
__ d. walk-in consultation
__ e. other (please describe)_____

_____

29. Which of the following does your library provide to off-campus students? (Please check all that apply)

__ a. microform catalog at branch library
__ b. online catalog at branch library
__ c. reference collection at branch library
__ d. reserve collection at branch library
__ e. microform catalog at remote site, other than branch library
__ f. online catalog at remote site, other than branch library
__ g. reference collection at remote site, other than branch library
__ h. reserve collection at remote site, other than branch library

ADMINISTRATION

30. The following questions deal with library staff serving off-campus students (including staff in branch campuses and remote sites, as well as at the home institution).

a. Does the library staff that serves off-campus students ***also*** serve on-campus students?

___YES ___ NO

b. Approximately how many FTE ***staff with graduate library degree(s)*** are used to serve off-campus students? _____

c. Approximately how many FTE ***support staff*** are used to serving off-campus students? _____

d. Approximately how many hours of ***student help*** per week are used to serve off-campus students? _____

31. How are library services to off-campus users funded? (please check all that apply)

__ a. library budget ***with*** separate funding for off-campus library services
__ b. library budget ***without*** separate funding for off-campus library services
__ c. academic program budget
__ d. other funding source (please specify)_____

32. Does your library have a ***formal policy*** on providing library services to off-campus students?

___YES ___ NO

33. Please feel free to comment on any aspect of library service to off-campus students, or on any aspect of extension education or distance learning in general.

Questionnaire completed by: _____

Date: _____

Please use the enclosed return-addressed stamped envelope to return the completed questionnaire.

Thank you for your cooperation.

John Butler
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